

TOWN OF MENDON
Town Board Agenda – Tentative
Monday, November 18, 2024 – 7:00PM
Mendon Town Hall
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 Reports
7. Town Clerk's Monthly Report
8. Minutes
9. Budget Adjustments
10. Abstract of Audited Vouchers
11. Public Hearing – 2025 Preliminary Budget
12. 2025 Employee Health Insurance Contribution – Establish Percentage
13. Proposed Accessory Structure Local Law – Establish Public Hearing
14. Ambulance Contract – Adoption
15. 2025 Holiday Schedule
16. 2025 Town Board Meeting Schedule
17. Special Town Board Meeting – December 30, 2024
18. NYS Municipal Snow and Ice Agreement Extension
19. Town Hall Plumbing Contract – Gatti Plumbing – Approval
20. Mobile AED Purchase – Discussion
21. IT Policies – Update
22. Credit Card Policy – Update
23. 2025 Dog Boarding Contract – Add-En-On Kennels – Approval
24. Hamlet Sidewalk Project – RFP for construction services – Approval
25. ARPA funds from Monroe County for Senior and Youth programs – Approval to Receive
26. Highway Equipment Reserves
27. Planning Board – Appointment
28. Arthur Morrell – Agreement
29. Public Comment
30. Adjournment

**TENTATIVE LIST OF POSSIBLE RESOLUTIONS TO BE CONSIDERED AT THE:
November 18, 2024, Regular Town Board Meeting**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. AGENDA

(Resolution 24-___)

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

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

4. PUBLIC COMMENT

5. COMMUNICATIONS

Town Clerk

Town Board

Supervisor

6. SUPERVISOR'S MONTHLY REPORT

(Resolution 24-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to acknowledge receipt of the Supervisor's Monthly Report for September 2024.

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

7. TOWN CLERK'S MONTHLY REPORT

(Resolution 24-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to acknowledge receipt of the Town Clerk's Monthly Report for October 2024, showing receipts and disbursements in the amount of \$50,696.74.

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

8. MINUTES

(Resolution 24-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve the minutes of the regular meeting held on October 15, 2024, as presented and/or amended.

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

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9. BUDGET ADJUSTMENTS

(Resolution 24-___)

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

From: A1990.470	Contingent	\$2,000.00
To: A5132.410	Garage Maintenance	\$2,000.00
From: A1620.402	Town Hall Maintenance	\$1,000.00
To: A1620.403	B&G Fuel	\$1,000.00
From: A1990.470	Contingent	\$500.00
To: A5010.401	HW Office Supplies	\$500.00
From: A1990.470	Contingent	\$500.00
To: A5120.4	Safety Supplies	\$500.00
From: A1620.421	Building Maintenance	\$200.00
To: A1620.426	Fire Alarm Maintenance	\$200.00
From: A1990.470	Contingent	\$200.00
To: A5010.440	Superintendent Of HW- Equip.	\$200.00
From: A1990.470	Contingent	\$200.00
To: A5010.470	Superintendent Of HW- Advertising	\$200.00
From: B1990.400	Contingent	\$1,000.00
To: B8020.430	Planning Training	\$1,000.00
From: B1990.400	Contingent	\$1,000.00
To: B3620.200	Building Insp. Equip.	\$1,000.00
From: B1990.400	Contingent	\$500.00
To: B5182.400	Street Lighting	\$500.00
From: DA2418	Equipment Rental- Summer	\$6,397.00
From: DA2416	Equipment Rental- County Snow	\$4,767.89
To: DA5148.114	County Summer Work	\$11,164.89
From: DA5130.400	Machinery	\$1,500.00
To: DA5140.400	Roadside Mow	\$1,500.00

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From: DB5110.400 Contractual Repairs	\$5,000.00
To: DB5110.200 Equipment Repairs	\$5,000.00

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

10. VOUCHERS

General Abstract A

(Resolution 24-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve all claims on vouchers numbered 24-607 to 24-618, on General Abstract 24-11A, in the amount of \$27,437.88.

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

General Abstract B

(Resolution 24-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve all claims on vouchers numbered 24-619 to 24-658, on General Abstract 24-11B, in the amount of \$88,135.22.

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

Highway Abstract

(Resolution 24-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve all claims on vouchers numbered 24-199 to 24-226, on General Abstract 24-11, in the amount of \$20,113.85.

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

Library Abstract A

Library vouchers numbered 24-179 to 24-185, on Library Abstract 24-11A, in the amount of \$1,142.98, were presented to the Town Board for payment.

Library Abstract

Library vouchers numbered 24-186 to 24-197, on Library Abstract 24-11B, in the amount of \$6,395.13, were presented to the Town Board for payment.

11. PUBLIC HEARING – 2025 PRELIMINARY BUDGET

Supervisor Moffitt opened the public hearing at _____ PM.

The public hearing was held to consider the 2025 Preliminary Budget.

Public Comment

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(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to close the public hearing at _____ PM.

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

12. 2025 EMPLOYEE HEALTH INSURANCE CONTRIBUTION – ESTABLISH PERCENTAGE

13. PROPOSED ACCESSORY STRUCTURE LOCAL LAW – ESTABLISH PUBLIC HEARING

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following: WHEREAS, the Town Board of the Town of Mendon hereby finds that the Town’s Code is overly permissive relative to accessory buildings/structures in front yards, and that, for the general welfare and benefit of the Town, including to preserve the character thereof, the Code shall be revised to restrict accessory buildings/structures in front yards and to clarify the zoning setback requirements therefore, and

WHEREAS, thus, the Town Board now has before it a proposed Local Law to “to Amend the Town of Mendon Zoning Legislation to Address Zoning for Accessory Buildings/Structures.” NOW, THEREFORE, BE IT RESOLVED, by the Mendon Town Board, that a Public Hearing shall be held 7:00PM, or as soon thereafter as said hearing can be convened, Monday, December 9, 2024, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY, for the purpose of adopting a local law, a copy of which is attached hereto, to amend the Town of Mendon zoning legislation to address zoning for accessory buildings/structures, and BE IT FURTHER RESOLVED, that the Town Clerk advertise for said public hearing in a manner consistent with law, and

FINALLY, BE IT RESOLVED, that a copy of said proposed Local Law be referred to the Monroe County Planning Board.

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

14. AMBULANCE CONTRACT – ADOPTION

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to enter into an agreement with the Village of Honeoye Falls for Ambulance Service for 2025 in an amount not to exceed \$197,182.00, from account number B4540.400 in the 2025 Budget.

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

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15. 2025 HOLIDAY SCHEDULE

(Resolution 24-___)

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

TOWN HALL

Wednesday, January 1 (New Year's Day)
 Monday, January 20 (MLK Day)
 Monday, February 17 (Presidents Day)
 Monday, May 26 (Memorial Day)
 Thursday, June 19 (Juneteenth)
 Thursday, July 3 (Float Day)
 Friday, July 4 (4th of July)
 Monday, September 1 (Labor Day)
 Monday, October 13 (Columbus Day)
 Tuesday, November 11 (Veterans Day)
 Thursday, November 27 (Thanksgiving)
 Friday, November 28 (Float Day)
 Thursday, December 25 (Christmas)
 Friday, December 26 (Floater)

HIGHWAY DEPARTMENT

Wednesday, January 1 (New Year's Day)
 Monday, January 20 (MLK Day)
 Monday, February 17 (Presidents Day)
 Monday, May 26 (Memorial Day)
 Thursday, June 19 (Juneteenth)
 Friday, July 4 (4th of July)
 Monday, September 1 (Labor Day)
 Monday, October 13 (Columbus Day)
 Tuesday, November 11 (Veterans Day)
 Thursday, November 27 (Thanksgiving)
 Thursday, December 25 (Christmas)
 Three (3) additional Float Days to be used at the discretion of the Highway Superintendent.

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

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16. 2025 TOWN BOARD MEETING SCHEDULE

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following schedule of Town Board Meetings for 2025:

7:00 PM Mondays as follows: January 6 (Organizational Meeting), February 10, March 10, April 14, May 12, June 9, July 14, August 11, September 8, September 22, October 20, November 10, December 8 and December 29. Meetings will be held at the Town Hall, 16 West Main Street, Honeoye Falls, NY.

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

17. SPECIAL TOWN BOARD MEETING – DECEMBER 30, 2024

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to hold a special meeting of the Mendon Town Board, 7:00PM, Monday, December 30, 2024, for the purpose of paying end of the year bills and any other business that may come before the Board.

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

18. NYS MUNICIPAL SNOW AND ICE AGREEMENT EXTENSION

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to enter into an agreement with the State of New York to extend the Municipal Snow and Ice Agreement until June 30, 2029, as per the conditions of the Agreement.

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

19. TOWN HALL PLUMBING CONTRACT – GATTI PLUMBING – APPROVAL

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to enter into an agreement with Gatti Plumbing, Inc., 441 Elmgrove Rd, Rochester, NY, for plumbing work at the Town Hall according to their proposal dated November 7, 2024, in an amount not to exceed \$3,875.00, to be paid from account _____.

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

20. MOBILE AED PURCHASE – DISCUSSION

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21. IT POLICIES – UPDATE

(Resolution 24-___)

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

PASSWORD POLICY

Purpose: The purpose of this password policy is to ensure the security and integrity of Town of Mendon's information and information technology systems by outlining the standards for creating and maintaining strong passwords.

Scope: This policy applies to all employees, officials, and contractors of Town of Mendon who use Town of Mendon's information and information technology systems.

Password Requirements:

1. Passwords must be at least eight (8) characters long.
2. Passwords must contain a combination of upper and lowercase letters, numbers, and special characters (&, @, #).
3. Passwords must not contain any easily guessable information such as birthdates, names, or common words.
4. Passwords must be changed every 90 days.
5. Passwords may be written down. If so, they must be stored out of sight in a secured location.

Password Management:

1. Employees must not share their passwords with anyone, including supervisors or IT staff/contractors.
2. Employees must lock their devices (⌘ Win + L) or log out of their accounts (⌘ Win + X, U, I) when leaving them unattended for more than a few minutes.
3. IT staff must enforce the password policy and monitor for any password-related issues.
4. IT staff must reset passwords immediately upon notification of potential or actual password compromise.

Password Usage:

1. Passwords must be used to authenticate access to Town of Mendon's information and information technology systems.
2. Employees must not use the same password for personal accounts and services.
3. Employees must not reuse previous passwords.
4. Employees must report any suspicious password-related activity or incidents to IT staff immediately.

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Enforcement: Violations of this password policy may result in disciplinary action, up to and including termination of employment. Employees must sign an acknowledgment of this policy and their understanding of the password requirements.

Review: This password policy will be reviewed and updated annually or as needed by Town of Mendon's IT personnel.

BREACH NOTIFICATION POLICY (New York State Technology § 208 Policy)

This policy is consistent with the State Technology Law, section 208, as added by Chapters 442 and 491 of the laws of 2005.

This policy requires notification to impacted New York residents and non-residents. Town of Mendon values the protection of private information of individuals. Town of Mendon is required to notify an individual when there has been or is reasonably believed to have been a compromise of the individual's private information in compliance with the Information Security Breach and Notification Act and this policy.

Town of Mendon, after consulting with CSCIC to determine the scope of the breach and restoration measures, shall notify an individual when it has been determined that there has been, or is reasonably believed to have been a compromise of private information through unauthorized disclosure.

- A compromise of private information shall mean the unauthorized access or acquisition of unencrypted computerized data with private information.
- If encrypted data is compromised along with the corresponding encryption key, the data shall be considered unencrypted and thus fall under the notification requirements.
- Notification may be delayed if a law enforcement agency determines that the notification impedes a criminal investigation. In such case, notification will be delayed only as long as needed to determine that notification no longer compromises any investigation.

Town of Mendon will notify the affected individual. Such notice shall be directly provided to the affected persons by one (or more) of the following methods:

- Written notice;
- Electronic notice, provided that the person to whom notice is required has expressly consented to receiving said notice in electronic form and a log of each such notification is kept by Town of Mendon who notifies affected persons in such form;
- Telephone notification provided that a log of each such notification is kept by Town of Mendon who notifies affected persons; or
- Substitute notice, if Town of Mendon demonstrates to the State Attorney General that the cost or providing notice would exceed two hundred fifty thousand dollars, or that the affected class of subject persons to be notified exceeds five hundred thousand, or Town of Mendon does not have sufficient contact information.

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Substitute notice shall consist of all the following:

- A. E-mail notice when Town of Mendon has an e-mail address for the subject persons; and
- B. Conspicuous posting of the notice on Town of Mendon web site page; and
- C. Notification to major statewide media

Town of Mendon shall notify CSCIC as to the timing, content, and distribution of the notices and approximate number of affected persons.

Town of Mendon shall notify the Attorney General and the Consumer Protection Board, whenever notification to a New York resident is necessary, as to the timing, content, and distribution of the notices and approximate number of affected persons.

Regardless of the method by which notice is provided, such notice shall include contact information for Town of Mendon making the notification and a description of the categories of information that were, or are reasonably believed to have been acquired or accessed by a person without valid authorization, including specification of which of the elements of personal information and private information were, or are reasonably believed to have been, so acquired or accessed.

This Policy also applies to information maintained on behalf of Town of Mendon by a third party.

When more than five thousand New York residents are to be notified at one time, then Town of Mendon shall notify the consumer reporting agencies as to the timing, content, and distribution of the notices and the approximate number of affected individuals. This notice, however, will be made without delaying notice to the individuals.

ELECTRONIC FUNDS TRANSFER POLICY

Purpose: The primary goal of this policy is to ensure Electronic Funds Transfers (EFTs) are initiated, executed, and approved in a secure manner. This policy establishes requirements with respect to any payment or processes via EFT for payments or revisions thereof to vendors, employee direct deposit bank accounts, or any monetary transfer.

General Requirements: All EFT payments will be coordinated and submitted through the Town Supervisor, Deputy Town Supervisor, and/or Town Clerk, referenced in this document as 'Designated Employee'. The Designated Employee will approve all new and changes to electronic funds transfer requests, ensuring that the payment via wire is necessary, all required documentation is provided and appropriately approved, and that the request and banking account information is accurate and valid.

Designated Employee is responsible for ensuring that proper documentation, authorization, and accounting information are provided and accompany any EFT payment instructions. Designated

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Employee is responsible for initiating releasing EFTs on behalf of the municipality. Two separate individuals are required to initiate and release EFT payments through the municipality’s computer-based system as a form of secondary verification. The Designated Employee also has the responsibility to confirm EFT instructions with specific departments and individuals if there is any question as to the validity of the EFT request. Designated Employee is responsible for obtaining and submitting proper support and approvals, including the completed and approved Wire Transfer Request form at least seven business days prior to payment being needed.

Procedures: To safeguard Town of Mendon’s funds in the EFT environment, the following procedures will be adhered to by any municipal employee requesting payments or changes via EFT and all municipal employees involved in processing payments via EFT.

Authentication of new EFT requests and changes to existing EFTs is required prior to the transaction being input into the computer-based banking system. Steps to authenticate ETF requests and changes include:

1. Validate all new electronic payment instruction requests received even if the request is internal.
2. Contact the supplier or requester directly by phone to confirm any requests for payment method or payment instruction changes. Do not use the contact information provided on the request to change payment method or payment instructions; do use contact information known to be genuine such as the contact information in your master supplier file or information collected from the original contract. Have the contact confirm existing payment instructions on file prior to making changes to those instructions (i.e., current bank account and routing number provided in original instructions).
3. Verify the new information on the payment instructions with the information provided with the known contact (i.e., contact bank to confirm correct account name, number, and routing information).
4. Document the verification process that was followed to validate payment instructions. The person responsible for entering/updating wire instructions and the person approving new/updated wire instructions must approve the record of verification. A record of the verification must be maintained in accordance with record retention policies.

Signature of Designated Employee acknowledges understanding of requirements and responsibilities when engaging in any type of Electronic Funds Transfer.

Signature

Date

REMINDER: This process is only effective if documented and disseminated across your municipal team and covered in such a way that ensures everyone’s understanding of money transfer scams and adherence to policy when performing money transfers.

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ERASING INFORMATION AND DISPOSAL OF ELECTRONIC MEDIA POLICY

Purpose: The purpose of this policy is to ensure that all electronic data and devices are disposed of in a manner that effectively and securely prevents the inadvertent disclosure of sensitive information. This policy applies to all employees, contractors, and visitors of the Town of Mendon who handle electronic data and devices used for official municipal business purposes.

Policy Statement:

- All electronic devices and media, including but not limited to computers, laptops, smartphones, USB drives, and backup tapes, must be securely erased or destroyed before disposal or recycling. This includes devices and media that have reached the end of their useful life or are no longer needed for business purposes.
- Sensitive information, such as personally identifiable information, trade secrets, and confidential business information, must be removed from all electronic devices and media before disposal or recycling.
- The municipality must adhere to all federal and state laws and regulations governing the protection of sensitive information, including but not limited to the Privacy Act of 1974, HIPAA, and GLBA.
- Records retention schedules must be followed for all official records stored electronically.
- Employees, contractors, and visitors must report any suspected unauthorized access or disclosure of sensitive information during the disposal or recycling process to their supervisor or the designated IT representative.
- Municipal IT staff must ensure that all electronic devices and media are disposed of in accordance with this policy and any applicable laws and regulations.
- Any employee who violates this policy may be subject to disciplinary action, up to and including termination of employment.

Procedure:

1. All electronic devices and media must be erased or destroyed in a manner that meets or exceeds industry standards for data erasure and destruction.
2. Sensitive information must be removed from all electronic devices and media before disposal or recycling.
3. Municipal IT staff must verify that all sensitive information has been removed from electronic devices and media before disposal or recycling.
4. Municipal IT staff must document the disposal or recycling of all electronic devices and media in accordance with applicable records retention schedules.
5. Employees, contractors, and visitors must return all electronic devices and media to the designated IT representative for proper disposal or recycling.
6. Municipal IT staff must periodically review and update this policy and associated procedures to ensure they remain effective and comply with all applicable laws and regulations.

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Enforcement: This policy is mandatory and applies to all employees, contractors, and visitors who handle electronic data and devices used for official municipal business purposes. Any employee who violates this policy may be subject to disciplinary action, up to and including termination of employment.

INFORMATION SECURITY POLICY

Purpose: The purpose of this policy is to outline Town of Mendon's dedication, along with its management's commitment, to safeguarding the confidentiality, integrity, authenticity, and reliability of municipal-related information and personal data held or managed by the municipality and/or any of its employees, agents, contractors, subsidiaries, or affiliates. This is achieved through the establishment of a comprehensive information security program.

Scope: This policy applies to all employees, contractors, consultants, volunteers, temporary workers, and other personnel associated with Town of Mendon, including its subsidiaries or third parties. It encompasses all equipment owned, leased, or under the control of Town of Mendon. Additionally, it applies to the use of all information, electronic devices, computing resources, and network assets utilized by Town of Mendon for business purposes or interaction with internal networks and systems.

Definitions

Information Security: Refers to the protection of information's confidentiality, integrity, authenticity, and reliability through safeguards designed to prevent unauthorized access, use, modification, or disclosure.

Executive Management: Encompasses the Mendon Town Board.

Policy

Town of Mendon and its executive management acknowledge the significance of managing information security risk throughout all levels of the municipality in alignment with municipal principles, objectives, and continuity processes. Executive management establishes the municipality's risk tolerance and implements policies and procedures to uphold its information security interests in line with its risk appetite. The enacted policies and procedures encompass:

1. Management of user IDs and passwords on IT Assets.
2. Management of access control lists on all IT Assets.
3. Execution and review of audit trails.
4. Incident response and reporting.
5. Any other tasks essential to support this Policy.

Executive management may implement additional policies and procedures as necessary to ensure adequate protection of municipal-related information held or managed by the municipality and/or its employees, agents, contractors, subsidiaries, or affiliates.

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Framework of Town of Mendon's Information Security Program

To effectively manage information security risk, Town of Mendon will implement the following safeguards:

- Access control and user authentication management.
- System and network monitoring.
- Ongoing assessment of information security risk.
- Compliance with legal obligations.
- Sanctions for violations.

Additional safeguards may be necessary for assets of greater criticality or where the existing information security program is deemed insufficient to protect the municipality's information, systems, and/or networks according to its risk tolerance.

Information Security Roles and Responsibilities

Information Security will be primarily managed by Town of Mendon's Information Technology personnel and/or contractors. Department heads will ensure compliance with Town of Mendon information security policies and procedures within their respective departments.

Responsibilities of information security roles include:

1. Fostering a municipality climate prioritizing information security.
2. Defining security requirements, controls, and mechanisms.
3. Identifying and classifying all covered data.
4. Identifying data owners for all covered data.
5. Defining labeling requirements for all covered data.
6. Defining all data security processes and procedures.
7. Assisting department managers in understanding information security risks.
8. Providing ongoing risk assessment.
9. Monitoring systems and networks.
10. Ensuring compliance with policy by all users and vendors.
11. Keeping executive management informed of information security posture and risks.
12. Assisting in ongoing legal compliance.
13. Responding to information security incidents.

Policy Compliance

Compliance with this policy will be verified through various methods, including business tool reports, internal and external audits, and feedback to the Policy Owner.

Exceptions

Any exceptions to the policy must be approved by the Town of Mendon in advance.

Non-Compliance

Employees found violating this policy may face disciplinary action, including termination.

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EMAIL POLICY

Purpose: This policy defines the standards and rules for acceptable and unacceptable use of Town of Mendon's email system and ensures proper use of that system.

Scope: This policy governs the use of Town of Mendon's email system by all employees, contractors, agents, volunteers, and authorized parties. It supplements the Acceptable Use & Internet Policies, and users are encouraged to familiarize themselves with these policies.

Policy

Acceptable Use of Email Accounts

Town of Mendon provides email accounts primarily for official municipal purposes, with limited allowance for personal communication. Users must uphold the municipality's public image and utilize the email system responsibly, productively, and lawfully, without limiting protected conduct under relevant laws.

Unacceptable Uses of Email Accounts

Non-Town of Mendon related commercial use of the Town of Mendon email system is prohibited. Town of Mendon's email accounts may not be used for transmitting, retrieving, viewing, or storage of any communications of an unlawfully discriminatory or harassing nature. Materials that are obscene or harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's protected class including race, age, disability, religion, national origin, physical attributes, genetic information, gender identity, or sexual preference shall be transmitted. No emails shall be sent through the Town of Mendon's email system which unlawfully defame or malign the image, reputation and/or goodwill of the municipality and/or any of its employees. Email messages or attachments may also not be used for any purpose that is illegal or otherwise against municipal policy or contrary to the municipality's or New York State's best interests.

Communications

Any messages or information sent by an employee to another individual outside of the municipality via an electronic network (e.g., blog, IM, bulletin board, online service, or Internet) are statements that reflect on the municipality. All employees who engage in such personal messaging are encouraged to provide a disclaimer clearly stating that any and all opinions expressed are solely those of the employee and are not those of the municipality, as provided in the *Acceptable Use Policy*. Employees may not automatically forward emails containing the municipality's confidential or sensitive information from Town of Mendon's email system to a third-party email system except where prior authorization has been obtained or where permitted or protected by law.

All communications sent by employees via Town of Mendon's email system must comply with the municipality's Acceptable Use and Internet Policies and must provide appropriate safeguards for the municipality's sensitive, confidential, and proprietary information such as strong passwords and approved methods of encryption where appropriate

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Privacy

Employees should not expect email privacy. Employees shall have no expectation of privacy in anything they store, send or receive on Town of Mendon email system. Monitoring may occur to ensure compliance with business or legal standards. Email contents may inadvertently expose individuals or the municipality, so caution is advised.

Spam

Sending abusive, unwanted, or harassing email of any kind using an Town of Mendon email account is prohibited, except in limited circumstances where such activity is permitted or protected by law.

Copyright Issues

Employees must respect copyright laws when using Town of Mendon's internet system or accessing external materials. Violations may lead to disciplinary action or legal consequences.

Monitoring

Town of Mendon reserves the right to monitor internet communications for legitimate purposes, with or without notice. All messages created, sent, or retrieved over the organization's Internet are the property of the municipality and should be considered public information. In the event that reasonable suspicion exists that sensitive, confidential, or proprietary information belonging to the organization has been downloaded or transferred from Town of Mendon's email system to an employee's personal email account, any related emails within the employee's personal email account may also be subject to limited monitoring or auditing by the organization in order to prevent unlawful use of intellectual property, to assess the degree of any resulting potential data breach, or as part of any related legal proceedings. Employees should not assume electronic communications via Town of Mendon's email system are totally private and should transmit personal confidential data in other ways. To avoid potential unwanted exposure of sensitive personal information, employees should only communicate such information using personal email accounts and should assume that anything sent using Town of Mendon's email system will be subject to monitoring.

Retention

Emails must adhere to the municipality's retention policy.

Email Attachments

Attachments with the following file extensions are prohibited, as they are potential security and virus threats:

.bat	Batch processing file used to execute system commands or programs.
.com	Windows command files.
.cpl	Control panel extension.

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.exe	Windows binary executable files.
.js	Java script files.
.ocx	Object linking and embedding control.
.pif	Program information file used to tell Windows how to run non-Windows applications.
.scr	Screen saver programs; may include binary code.
.sys	System configuration files.
.vb	Visual Basic script files.

There is also a limit of 25 MB of attachments for any email message.

Confidentiality

Confidential emails must be labeled accordingly.

Policy Compliance

Compliance will be verified through various methods, and exceptions require prior approval. Violations may result in disciplinary action, including termination.

By signing below, I acknowledge understanding and agreement with this Policy.

Name

Date

INTERNET & ACCEPTABLE USE POLICY

Purpose

The purpose of this policy is to ensure the safe and effective use of the internet and information technology (IT) resources by all employees, contractors, and visitors of the Town of Mendon. The policy outlines acceptable use and defines the responsibilities of all individuals accessing the organization's network and IT resources. By adhering to this policy, we can protect our information assets and prevent security incidents.

All users of Town of Mendon's information systems are jointly responsible for staying informed. This involves:

- Understanding the essential information security controls that ensure the confidentiality, integrity, and availability of data.

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- Safeguarding municipal information and resources against unauthorized access or disclosure, as well as protecting personal, private, sensitive, or confidential information.
- Adherence to authorized access levels and exclusively using approved municipal devices or services.
- Immediately reporting any suspected information security incidents or vulnerabilities to the appropriate manager or the designated security representative or information security officer (ISO).

Information Statement

This policy applies to all usage of Town of Mendon's computer systems, data, and information for official business, regardless of location. Compliance with this policy is mandatory for all employees, contractors, and visitors of the Town of Mendon, unless otherwise noted.

Users have no legitimate expectation of privacy in any data on the municipality's IT resources, and all usage may be monitored, intercepted, recorded, read, copied, accessed, or captured by authorized personnel in any manner, including in real-time, without additional notice to users. Periodic monitoring may also be conducted on all electronic communications, including emails, text messages, and other electronic records.

The Town of Mendon may impose additional restrictions beyond those set forth in this policy at its discretion, such as blocking access to unauthorized websites or limiting device attachments to municipal IT resources. Users must obtain prior authorization from the municipality or its designated security representative before accessing municipal applications and IT resources through personal devices.

Users must obey local, state, and federal laws, including laws on copyright, intellectual property, and notification laws. The Town of Mendon is required to protect and secure various types of information as defined in the Federal Trade Commission Identity Theft Act Red Flag Legislation ("FTC Act"), the Criminal Justice Information Services Security Policy, and through contractual obligations related to merchant services (credit card acceptance). The Town of Mendon must abide by the New York State Technology Law §208, which requires notifying any users of a loss of confidentiality of private information.

Unacceptable Use

Each user has a responsibility to use municipal resources in a way that minimizes risk to the Town of Mendon, which includes protecting against data loss, unauthorized access, acceptance of unfavorable legal terms, and compromised security of municipal systems or information. While the following list of unacceptable activities is not comprehensive, it provides a general framework of actions that are deemed unacceptable. Users may be excused from one or more of

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these restrictions if such actions are performed within their authorized job responsibilities and have been approved by municipal management in consultation with IT staff or a designated security representative (e.g., storing objectionable material as part of a disciplinary investigation).

Unacceptable use includes, but is not limited to, the following:

1. Unauthorized use or disclosure of personal, private, sensitive, and/or confidential information;
2. Unauthorized use or disclosure of municipal information and resources;
3. Access, transmit, post, or store materials that are offensive, harassing, obscene, or otherwise illegal including, pornographic materials, discriminatory material, pirated software, copyrighted material without permission, threatening material, or intentionally false or inaccurate information;
4. Attempting to represent the municipality in matters unrelated to official authorized job duties or responsibilities;
5. Connecting to any wireless network while physically connected to a municipal wired network;
6. Installing, downloading, or running software that has not been approved following appropriate security, legal, and/or IT review in accordance with municipal policies;
7. Transmitting unencrypted private information, as defined by the Internet Security and Privacy Act, via email;
8. Using municipal IT resources to circulate unauthorized solicitations or advertisements for non-municipal purposes including religious, political, or not-for-profit entities;
9. Providing unauthorized third-parties, including family and friends, access to the municipal information, IT resources, or facilities;
10. Using municipal information or IT resources for commercial or personal purposes, in support of "for-profit" activities or in support of other outside employment or business activity (e.g., consulting for pay, business transactions);
11. Propagating chain letters, fraudulent mass mailings, spam, or other types of undesirable and unwanted email content using municipal resources;
12. Tampering, disengaging, or otherwise circumventing NYS, municipal, or third-party IT security controls;
13. Using municipal IT resources for personal purposes when such use is not incidental and necessary, is not in a limited amount and duration, and conflicts with the proper exercise of duties of the user;

Incidental & Necessary Personal Use

Without authorization from the Town of Mendon, using business equipment for personal use is not allowed. However, incidental and necessary personal use of IT resources may be permitted, as long as it meets the following criteria:

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- adheres to this policy and the requirements of Executive Order No. 73, which prohibits the personal use of state property;
- is limited in frequency and duration;
- does not interfere with the proper discharge of the user's duties; and
- does not obstruct the municipality's responsibilities and duties, including extensive bandwidth, resource, or storage utilization.

It is essential to use good judgment when it comes to incidental and necessary personal use. This privilege may be withdrawn or restricted by the Town of Mendon at any time.

Individual Accountability

To access municipal resources and information, users must be individually accountable for ensuring their protection against unauthorized activities performed under their user ID. This requires taking several precautions, such as locking your computer screen when you walk away from your system (⌘ Win + L), logging off at the end of your work session (⌘ Win + X, U, I), and safeguarding your credentials, including passwords, tokens, or similar technology, from unauthorized disclosure. Credentials must be kept confidential and not be shared with anyone outside of town staff.

Users must ensure that they are connecting to municipal resources through a known and secured network, such as a hot spot associated with a municipal-issued mobile device, or a municipal-maintained portal that requires multi-factor authentication.

It is crucial that users exercise good judgment and remain vigilant in protecting municipal resources and information. Failure to do so could result in serious consequences for the municipality and its users.

Restrictions on Off-Site Transmission and Storage of Information

It is strictly prohibited for users to transfer restricted municipal, non-public, personal, private, sensitive, or confidential information to or from personal email accounts, such as Gmail, Hotmail, or Yahoo. Additionally, users must not use personal email accounts for any municipal-related business. Any restricted municipal information that is non-public, personal, private, sensitive, or confidential must not be stored on non-municipal issued devices or with third-party file storage services that have not been approved by the municipality or designated IT personnel.

User Responsibility for IT Equipment

Users are granted access to municipal IT equipment to perform their official duties. It is the responsibility of the users to ensure proper use of the equipment and safeguard it against theft, damage, abuse, or unauthorized use. Deliberate damage or destruction of the equipment or its

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components is strictly prohibited as this equipment is the property of the municipality. Users must promptly return the equipment upon request or at the time of separation from municipal service. Failure to do so may result in financial responsibility for the equipment's value. If any damage, loss, theft, compromise, or destruction of municipal IT equipment occurs, users must report the incident immediately to their supervisor or the designated decision-maker. Reporting must be done within twenty-four (24) hours of discovery or as soon as possible. Users may face disciplinary action and may be required to repay the replacement value of the equipment. The municipality reserves the right to deny the issuance or re-issuance of IT equipment to users who repeatedly lose or damage such equipment.

Compliance

This policy shall take effect upon approval by the Town Board. Compliance is required with all municipal policies and standards. The Town of Mendon may amend its policies and standards at any time; compliance with amended policies and standards is required.

If compliance with this policy is not feasible or technically possible, or if deviation from this policy is necessary to support a business function, the user shall request an exception through the designated municipal party.

Any violation of this policy may result in disciplinary action up to and including termination of employment, revocation of access rights, and/or legal action. The Town of Mendon reserves the right to monitor all internet and technology usage to ensure compliance with this policy. The municipality will review alleged violations of this policy on a case-by-case basis and pursue recourse, as appropriate.

Acknowledgment

All users must acknowledge that they have read and understand this policy and agree to comply with its provisions.

By signing below, I acknowledge understanding and agreement with this Policy.

Employee:

Date: _____

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

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22. CREDIT CARD POLICY – UPDATE

(Resolution 24-___)

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

TOWN OF MENDON CHARGE AND CREDIT CARD USE POLICY

1. PURPOSE

To document the policy and procedures for the use of vendor issued charge cards and major credit cards requested by and issued to the Town for use by authorized Town employees. Such cards are intended to enhance productivity and reduced administrative efforts.

2. POLICY STATEMENT

The Town of Mendon may provide for the restricted use of charge cards approved by the Mendon Town Board pursuant to the Town's Procurement Policy as a means to expedite the purchase of supplies, materials, and minor equipment, and to reduce the administrative effort and paperwork typically involved with such purchases. Town charge cards may not be used for personal expenses or other prohibited items, and must be properly safeguarded at all times from loss or misappropriation.

The Mendon Town Board may authorize a major credit card (such as VISA or MasterCard) to be used for authorized purchases for which procurement by Town check is not possible or for payment of vendor claims after appropriate Town Board audit. A Town credit card may not be used for personal expenses or other prohibited items, and must be properly safeguarded at all times from loss or misappropriation

3. DEFINITION OF TERMS

Charge Card – a single account card issued by a store that enables purchases to be made only through that store utilizing the card and to be billed via a statement at a later date with full payment due.

Credit Card - a single major credit card such as VISA or MasterCard that is typically issued by a financial institution enabling purchases at vendors accepting such card.

Credit Cards have a revolving payment plan.

Prohibited items - items that are not eligible for purchase using either a Town issued charge or credit card. These items include, but are not limited to, alcohol, tobacco, entertainment, personal expenses, and cash advances or any item not approved by the Town Board.

4. PROCEDURES

The assignment and administration of all authorized charge cards and credit card is delegated to the Town Supervisor. The credit limit on each card shall be established by

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the Town Supervisor in accordance with the type of purchases to be made on the card. For department wishing to utilize charge cards or credit cards, permissions granted by Town Supervisor. When not in use, the Department Head is responsible for ensuring that all authorized credit card are safeguarded in a secure location.

All charge card department heads responsibility of purchases is to be made in accordance with the Town's Procurement Policy and Procedures. Charge and credit card transactions initiated where preauthorization for the purchase has not been given, or for which sufficient funding is not provided in the department's budget, will be considered unauthorized and subject to review and discussion between the responsible Department Head and the Town Board. Any unauthorized expenditures may result in a personal expense to the employee.

All receipts and any other supporting documentation must be retained by the department and submitted to the Town Clerk to be used to reconcile with the billing statement upon receipt. All receipts and supporting documentation should be reviewed and approved for payment by the Department Head prior to submittal to the Town Clerk. In the case of a missing receipt, every attempt must be made by the purchasing department to obtain a duplicate receipt from the vendor. If unable to secure a receipt, a statement from the Department Head authorizing the purchase should be submitted to the Town Clerk detailing the purchase inclusive of date, items purchased, pricing, and purpose. Any billing discrepancies or concern of unauthorized use should be brought to the immediate attention of the Town Supervisor and/or the Town Clerk.

A credit card may be assigned to an employee for use during authorized Town travel or training as long as such expenditures comply with the Town's policy for travel and training expenditures.

5. PROHIBITED USES

The purchase of alcohol, tobacco, entertainment, personal expenses, or cash advances through use of a Town authorized charge or credit card is prohibited. Any personal purchases or expenses with the intention of reimbursing the Town are also prohibited. Any prohibited purchase will be considered a personal expense to be recovered by the Town. Any personal use may result in the revocation of authorized use, and the employee involved in such a purchase may be subject to progressive discipline up to and including termination as per the Personnel Policy.

6. CARD SAFEKEEPING

All cards issued are to be kept in the Supervisors Office and not taken home by any employee. Cards should only leave this secure location to make the necessary purchase and be promptly returned thereafter. The supervisor should not allow unauthorized users to use the card.

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A detailed receipt including vendor name, date, itemized items purchased and prices should be obtained from the vendor and submitted to the Department Head prior to submitting to the Town Clerk who will be responsible for processing the claim for payment.

Any purchase made via phone, fax or internet using a credit card should be scrutinized for security. It is advised that these types of transactions be performed only when necessary to a known, reliable vendor. Internet transactions should only be processed through a secure website with prior approval by the Town Supervisor.

Any employee or department that is in possession of the Town charge or credit card for use is responsible for its safekeeping and must report a lost or stolen card to the Town Supervisor immediately.

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

**23. 2025 DOG BOARDING CONTRACT – ADD-EN-ON KENNELS – APPROVAL
(Resolution 24-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the contract with Add-En-On Boarding Kennels, dated November 11, 2024, to provide leased space in 2025 for impoundment purposes under the Dog Control Law of the Town of Mendon.

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

**24. HAMLET SIDEWALK PROJECT – RFP FOR CONSTRUCTION SERVICES – APPROVAL
(Resolution 24-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to authorize the Supervisor to prepare and receive Requests for Proposals for construction services related to the Hamlet Sidewalk Project.

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

**25. ARPA FUNDS FROM MONROE COUNTY FOR SENIOR AND YOUTH PROGRAMS – APPROVAL TO RECEIVE
(Resolution 24-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following: WHEREAS, the Monroe County Controller is authorized to make appropriation transfers related to the American Rescue Plan Act (ARPA), and

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WHEREAS, the Monroe County Executive, or his designee, is authorized to execute intermunicipal agreements, and any amendments thereto, with the Town of Mendon to provide youth and senior congregate programming and purchase related equipment in an amount not to exceed \$99,559.40, for terms to commence on or after August 15, 2024 and terminate on or before December 31, 2026.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Mendon accepts this funding and authorizes the Supervisor to execute the agreement with the County of Monroe and provide any and all appropriate documentation requested to receive this funding.

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

26. HIGHWAY EQUIPMENT RESERVES

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to transfer \$444,928.00 from Equipment Reserves DB to account DB5110.200. This resolution is subject to permissive referendum.

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

27. PLANNING BOARD – APPOINTMENT

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Danielle Liberatore to the Planning Board, term to expire December 31, 2027.

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

28. ARTHUR MORRELL – AGREEMENT

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the agreement with Arthur Morrell for an amount not to exceed \$26,888.96, to be paid from account DA5130.100.

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

29. PUBLIC COMMENT

30. ADJOURNMENT

(Resolution 24-___)

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; Ms. Roberts, Aye/Nay; Mr. Rosiek, Aye/Nay; Mr. Moffitt, Aye/Nay.

Numbers correspond with Tentative Agenda.

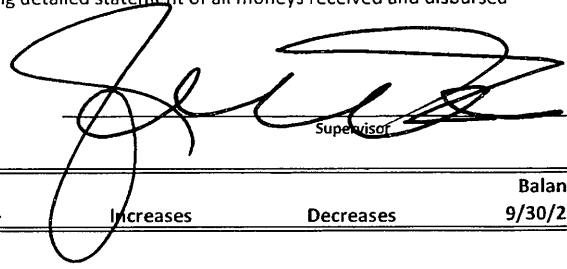
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MONTHLY REPORT OF THE SUPERVISOR

Dated: 10/11/2024

TO THE TOWN BOARD OF THE TOWN OF MENDON:

Pursuant to Section 125 of the Town Law, I hereby render the following detailed statement of all moneys received and disbursed by me during the month of September, 2024:



Supervisor

	Balance 8/31/2024	Increases	Decreases	Balance 9/30/2024
A GENERAL FUND - TOWNWIDE				
A200 CASH - CHECKING	4,260.75	18,782.28	18,186.28	4,856.75
A201 M.M. - M&T	341,381.72	2,906.78	75,705.09	268,583.41
A202 M.M. - NYCLASS	617,729.60	2,545.25	0.00	620,274.85
A204 M.M. - CNB	772,696.75	18,831.29	0.00	791,528.04
A210 PETTY CASH	350.00	0.00	0.00	350.00
TOTAL	1,736,418.82	43,065.60	93,891.37	1,685,593.05
B TOWN OUTSIDE VILLAGE				
B200 CASH - CHECKING	0.00	6,533.63	6,533.63	0.00
B201 M.M. - M&T	690,057.49	4,307.95	16,892.23	677,473.21
B202 M.M. - NYCLASS	1,299,553.38	5,354.64	0.00	1,304,908.02
TOTAL	1,989,610.87	16,196.22	23,425.86	1,982,381.23
DA HIGHWAY TOWNWIDE				
DA200 CASH - CHECKING	0.00	12,805.54	12,805.54	0.00
DA201 M.M. - M&T	442,573.54	52,235.48	44,607.39	450,201.63
DA202 M.M. - NYCLASS	80,473.21	331.59	0.00	80,804.80
DA204 M.M. - CNB	183,489.51	12.42	0.00	183,501.93
TOTAL	706,536.26	65,385.03	57,412.93	714,508.36
DB HIGHWAY OUTSIDE VILLAGE				
DB200 CASH - CHECKING	0.00	51,571.69	51,571.69	0.00
DB201 M.M. - M&T	644,463.06	1,439.91	73,413.17	572,489.80
DB202 M.M. - NYCLASS	1,536,533.37	6,331.05	0.00	1,542,864.42
DB204 M.M. - CNB	341,230.74	16.11	0.00	341,246.85
TOTAL	2,522,227.17	59,358.76	124,984.86	2,456,601.07
H CAPITAL PROJECTS				
	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
L LIBRARY				
L200 CASH - CHECKING	0.00	7.50	7.50	0.00
L201 M.M. - M&T	50,514.88	530.57	19,083.08	31,962.37
L202 M.M. - NYCLASS	10,326.57	42.53	0.00	10,369.10
L204 M.M. - CNB	149,183.28	10.10	0.00	149,193.38
L210 PETTY CASH	50.00	0.00	0.00	50.00
TOTAL	210,074.73	590.70	19,090.58	191,574.85

		Balance			Balance
		8/31/2024	Increases	Decreases	9/30/2024
SF FIRE DISTRICTS					
SF201	CASH - SAVINGS	1.00	0.00	0.00	1.00
	TOTAL	1.00	0.00	0.00	1.00
SL LIGHTING DISTRICTS					
SL201	CASH - SAVINGS	31,376.11	70.15	0.00	31,446.26
	TOTAL	31,376.11	70.15	0.00	31,446.26
SW WATER DISTRICTS					
SW201	M.M. - M&T	59,014.95	131.96	0.00	59,146.91
	TOTAL	59,014.95	131.96	0.00	59,146.91
TA TRUST & AGENCY					
TA200	CASH - CHECKING	8,169.46	139,255.28	135,485.52	11,939.22
TA204	CNB ACCOUNT	7,604.09	0.32	0.00	7,604.41
	TOTAL	15,773.55	139,255.60	135,485.52	19,543.63
V DEBT SERVICE					
	TOTAL	0.00	0.00	0.00	0.00
TOTAL ALL FUNDS		7,271,033.46	324,054.02	454,291.12	7,140,796.36

TOWN CLERK'S MONTHLY REPORT

TOWN OF MENDON, NEW YORK

OCTOBER, 2024

TO THE SUPERVISOR:

PAGE 1

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:

A1255			
<u>13</u>	DECALS	<u>57.80</u>	
<u>7</u>	MARRIAGE LICENSES NO. 24025 TO 24031	<u>122.50</u>	
<u>2</u>	MARRIAGE TRANSCRIPT	<u>20.00</u>	
TOTAL TOWN CLERK FEES			200.30
A1610.			
<u>1</u>	OVER PAYMENT REIMBURMNT	<u>66.18</u>	
TOTAL A1610.			66.18
A2544			
<u>27</u>	DOG LICENSES	<u>166.00</u>	
TOTAL A2544			166.00
A2655			
<u>1</u>	POSTAGE	<u>9.64</u>	
TOTAL A2655			9.64
A690			
<u>2</u>	JUSTICE COURT FUND	<u>3,845.00</u>	
TOTAL A690			3,845.00
B2110			
<u>1</u>	ZBA AREA VARIANCE	<u>250.00</u>	
<u>1</u>	ZBA PUBLIC HEARING	<u>100.00</u>	
TOTAL B2110			350.00
B2115			
<u>1</u>	P B APP SITE PLAN	<u>350.00</u>	
<u>2</u>	P B PUBLIC HEARING	<u>200.00</u>	
<u>1</u>	P B APP SUB <5	<u>150.00</u>	
<u>3</u>	P B APP PER LOT	<u>150.00</u>	
<u>1</u>	P B SPECIAL USE	<u>250.00</u>	
TOTAL B2115			1,100.00
B2555			
<u>20</u>	BUILDING PERMIT	<u>4,273.40</u>	
<u>1</u>	EXCAVATION PERMIT	<u>25.00</u>	
TOTAL B2555			4,298.40
B2590			
<u>1</u>	ROAD CUT FEE	<u>300.00</u>	
<u>1</u>	EPOD DEVELOPMENT PERMIT	<u>50.00</u>	
<u>2</u>	BURN PERMIT	<u>50.00</u>	
TOTAL B2590			400.00

TOWN CLERK'S MONTHLY REPORT

OCTOBER, 2024

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B2771				
	<u>1</u>	RAILS TO TRAILS		
				<u>20.00</u>
	<u>1</u>	MENDON PONDS PARK		
				<u>25.00</u>
		TOTAL B2771		45.00
B688				
	<u>3</u>	ENG REV ADV SUB/LOT		
				<u>600.00</u>
	<u>2</u>	ENG REV ADV SITE PLN		
				<u>1,300.00</u>
		TOTAL B688		1,900.00
DA2302				
	<u>1</u>	HIGHWAY LABOR		
				<u>7,881.86</u>
		TOTAL DA2302		7,881.86
DA2306				
	<u>1</u>	MFD FUEL USAGE		
				<u>340.65</u>
		TOTAL DA2306		340.65
DA2665				
	<u>1</u>	SALE OF EQUIPMENT		
				<u>28,000.00</u>
		TOTAL DA2665		28,000.00
DA513.				
	<u>2</u>	INSURANCE REIMBURSEMENT		
				<u>575.44</u>
		TOTAL DA513.		575.44
T20				
	<u>5</u>	MEDICAL/DENTAL		
				<u>336.57</u>
		TOTAL T20		336.57

TOWN CLERK'S MONTHLY REPORT

OCTOBER, 2024

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DISBURSEMENTS

PAID TO SUPERVISOR FOR GENERAL FUND	4,287.12
PAID TO SUPERVISOR FOR PART TOWN FUND	8,093.40
PAID TO SUPERVISOR FOR FUEL	36,797.95
PAID TO SUPERVISOR FOR CONSTRUCTION FEES	336.57
PAID TO NYS DEC FOR DECALS	989.20
PAID TO NYS ANIMAL POPULATION CONTROL FUND	35.00
PAID TO NYS HEALTH DEPT FOR MARRIAGE LICENSES	157.50
TOTAL DISBURSEMENTS	50,696.74

NOVEMBER 1, 2024

_____, 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

_____ day of _____ 20____

Notary Public

TOWN OF MENDON
Cash Book Transactions

For the period 10/01/24 through 10/31/24

11/01/24
09:36:25

Total: \$50,696.74

Deposited:

Date	Name	Description	DEC	DL	ML	GCL	Other
10/01/24	SENS	BUILDING PERMIT 9117 - 1013 MILE SQ - DE					
10/01/24	HARVEY	BUILDING PERMIT 9118 - 91 SIBLEY - ADDIT					50.00
10/01/24	DECALS	DECALS DAILY TOTAL	157.00				100.00
10/02/24	HOOPER, CHLOE	0001161/FS ORIGINAL		6.00			
10/02/24	DECALS	DECALS DAILY TOTAL	92.00				
10/02/24	ROBERTS-PUCHEBNER	MARRIAGE LICENSE 24025				40.00	
10/02/24	VOORHEES	MEDICAL/DENTAL					76.00
10/03/24	SARTAIN-ERDMAN	MARRIAGE LICENSE 24026				40.00	
10/04/24	BLACK, DEBRA	0000661/FS RENEWAL 0008039		18.00			
10/04/24	DECALS	DECALS DAILY TOTAL	240.00				
10/04/24	SHERMAN	MEDICAL/DENTAL					76.00
10/07/24	PRICE, SARAH	0000901/FS RENEWAL 0008041		6.00			
10/07/24	MADIGAN, MARY JO & JOHN	0001162/FS ORIGINAL		6.00			
10/07/24	FIANDACH	BUILDING PERMIT 9119 - 100 SMITH - GENER					100.00
10/07/24	PRINGLE	BUILDING PERMIT 9120 - 29 OLD STABLE - S					50.00
10/07/24	GAY	BUILDING PERMIT 9121 - 23 GRAVEL HL - SH					50.00
10/07/24	DECALS	DECALS DAILY TOTAL	47.00				
10/07/24	HONEYOYE FALLS, VILLAGE OF	HIGHWAY LABOR LEHIGH NORTON PAVING					7,881.86
10/07/24	BRIGGS	JUSTICE COURT FUND SEPT 2024					75.00
10/07/24	CAPITAL ONE	OVER PAYMENT REIMBURMNT RE: A1610.41					66.18
10/08/24	DECALS	DECALS DAILY TOTAL	10.00				
10/08/24	MORAVEC AREA VARIANCE	ZBA AREA VARIANCE 47 OLD STABLE WAY					250.00
10/08/24	MORAVEC AREA VARIANCE	ZBA PUBLIC HEARING 47 OLD STABLE WAY					100.00
10/09/24	BLAKENEY, JULIA E	0000003/FS RENEWAL 0008044		6.00			
10/09/24	WILKES, JAMES	0000463/FS RENEWAL 0008042		6.00			
10/09/24	DOHR, PETER	0000905/FS RENEWAL 0008043		6.00			
10/09/24	EASTERN SHORE	INSURANCE REIMBURSEMENT DA5130.4					260.00
10/09/24		MENDON PONDS PARK					25.00
10/10/24	GOTTERMEIER, NANCY	0000983/FS RENEWAL 0008045		6.00			
10/10/24	DONNELLI-ROBINSON	MARRIAGE LICENSE 24027				40.00	
10/11/24	DECALS	DECALS DAILY TOTAL	216.00				
10/11/24	MAXON, STEPHEN HON.	JUSTICE COURT FUND SEPT 2024					3,770.00
10/15/24	CUSHMAN, SUSAN	0000572/MN RENEWAL 0008048		6.00			
10/15/24	SLYMON, MICHELLE	0000755/MN RENEWAL 0008046		6.00			
10/15/24	FRANCESCO, MELANIE	0000978/MU RENEWAL 0008047		15.00			
10/15/24	PARTRIDGE	BUILDING PERMIT 9122 - 21 GRVL HL - SHED					50.00
10/15/24	DECALS	DECALS DAILY TOTAL	62.00				
10/15/24	117 CHEESE FACTORY SUB ALTIERENG REV ADV SITE PLN PD REMAINING BALANC						600.00
10/15/24	MENDON FIRE DISTRICT	MFD FUEL USAGE SEPTEMBER USAGE					340.65
10/16/24	IPSARO, KAREN	0000455/FS RENEWAL 0008049		6.00			
10/16/24	DECALS	DECALS DAILY TOTAL	37.00				
10/17/24	YELENCISICS, TRACY	0000150/FS RENEWAL 0008051		6.00			
10/17/24	HOWARD, HEATHER & STEVEN	0000591/FS RENEWAL 0008052		6.00			
10/17/24	CROMWELL, MATTHEW & ALICIA	0001062/FS RENEWAL 0008050		6.00			
10/17/24	ALLISON, MICHAEL & LAURA	0001163/MN ORIGINAL		6.00			
10/17/24	DECALS	DECALS DAILY TOTAL	10.00				
10/18/24	BIANCHI, JENNIFER	0000112/FS RENEWAL 0008053		6.00			
10/18/24	DECALS	DECALS DAILY TOTAL	25.00				

Date	Name	Description	DEC	DL	ML	GCL	Other
10/18/24	PERKINS	MARRIAGE TRANSCRIPT 88038					
10/18/24	PERKINS, SUSANNE	POSTAGE MARR TRANSC 88038/CERT RR					10.00
10/21/24	PALIANI	BUILDING PERMIT 44 OLD STABLE WAY EARTH					9.64
10/21/24	HERMAN, GEORGE	BURN PERMIT 1122 PITTS MEND CTR RD					40.00
10/21/24	DECALS	DECALS DAILY TOTAL	74.00				25.00
10/21/24	MORSE-ZAMBITO	MARRIAGE LICENSE 24028					
10/22/24	TURNER, DAVID & LINDA	0000651/MN RENEWAL 0008054			40.00		
10/22/24	SOLTIZ	BUILDING PERMIT 9124 - 11 PARTRDG HL - R		6.00			
10/22/24	CONKLIN, GREGORY	EPOD DEVELOPMENT PERMIT STONY RIDGE DR					75.00
10/23/24	SARTOR	BUILDING PERMIT 9125 - 288 CHMBRLN - SMK					50.00
10/23/24	FARNAND-HOOPER	MARRIAGE LICENSE 24029					100.00
10/23/24	HESS-VEGA-MARKUM	MARRIAGE LICENSE 24030			40.00		
10/24/24	DUNCAN, DEAN A	0000283/FS Dead			40.00		
10/24/24	GIANFORTI JULIE	0000647/FS RENEWAL 0008055					
10/24/24	QUINLAN, CARINA K	0000654/FS RENEWAL 0008056		6.00			
10/24/24	DECALS	DECALS DAILY TOTAL	25.00	6.00			
10/24/24	EASTERN SHORE INS AGENCY	INSURANCE REIMBURSEMENT DA5130.4					
10/25/24	BROWN	BUILDING PERMIT 9126 - 132 CANFIELD - GA					315.44
10/25/24	RUDIN	BUILDING PERMIT 9127 - 3760 RSH MNDN - S					50.00
10/28/24	MACLEOD, STEVE/BONNIE	0000083/MN RENEWAL 0008058					50.00
10/28/24	LESTER, KIM	0000122/FS RENEWAL 0008057		6.00			
10/28/24	HELLER, RYAN	0001164/FS ORIGINAL		6.00			
10/28/24	SPAGNOLO	BUILDING PERMIT 9128 - 19 CHATEAU - SHED		6.00			
10/28/24	PULIRE	BURN PERMIT 188 SIBLEY ROAD					50.00
10/28/24	MITTEN SUBD	ENG REV ADV SITE PLN 3741 CLOVER ST					25.00
10/28/24	MITTEN SUBD	ENG REV ADV SUB/LOT 3741 CLOVER ST					700.00
10/28/24	WALLMAN, LAURA	EXCAVATION PERMIT 192.04-1-53 LOT 1					600.00
10/28/24	MILLER-SHRIVER	MARRIAGE LICENSE 24031					25.00
10/28/24	MITTEN SUBD	P B APP PER LOT 3741 CLOVER ST			40.00		
10/28/24	MITTEN SUBD	P B APP PER LOT 3741 CLOVER ST					50.00
10/28/24	MITTEN SUBD	P B APP SITE PLAN 3741 CLOVER					100.00
10/28/24	MITTEN SUBD	P B APP SUB <5 3741 CLOVER ST					350.00
10/28/24	MITTEN SUBD	P B PUBLIC HEARING 3741 CLOVER ST					150.00
10/28/24	JACOBS	RAILS TO TRAILS					100.00
10/29/24	ACES - ENERGY	BUILDING PERMIT 725 BOUGHTON HILL, ORR,					20.00
10/29/24	MORAVEC	BUILDING PERMIT 9129 - 49 OLD STABLE - S					75.00
10/29/24	SHAFFER	BUILDING PERMIT 9131 - 233 SCOFIELD - AD					2,858.40
10/29/24	DECALS	DECALS DAILY TOTAL	52.00				100.00
10/29/24	YORKS	MARRIAGE TRANSCRIPT 62007					10.00
10/29/24	LOOPE	MEDICAL/DENTAL DENTAL					76.00
10/29/24	SHERMAN	MEDICAL/DENTAL DENTAL					76.00
10/29/24	CLARKE/T&L EXCAVATING	ROAD CUT FEE 242 MENDON CENTER RD					300.00
10/29/24	RUSH, TOWN OF	SALE OF EQUIPMENT SALE OF 2018 FORD F-55					28,000.00
10/30/24	SARELIUS, INGRID	0000657/MU RENEWAL 0008059		15.00			
10/30/24	SARELIUS, INGRID	0001063/MU RENEWAL 0008060		15.00			
10/30/24	DUGO, DONNA M	0001165/MN ORIGINAL		6.00			
10/30/24	RUBIN	BUILDING PERMIT 9132 - 1222 PTTS MNDN -					100.00
10/30/24	REED	BUILDING PERMIT 9133 - 27 TRT CRK - GENE					100.00
10/30/24	WARD	BUILDING PERMIT 9134 - 375 PARRISH - GRG					100.00
10/31/24	DICK, PATRICIA & VINCENT	0001166/FS ORIGINAL					
10/31/24	BUDYNAS	BUILDING PERMIT 9135 - 17 RLN PLNS - KIT		6.00			
10/31/24	THOMASSEN	BUILDING PERMIT 9136 - 831 W BLMFLD - GE					100.00
10/31/24	FLETCHER	MEDICAL/DENTAL DENTAL					75.00
10/31/24	MENDON VILLAGE ANIMAL HOSP	P B PUBLIC HEARING 122 CANFIELD RD					32.57
							100.00

Date	Name	Description	DEC	DL	ML	GCL	Other
10/31/24	MENDON VILLAGE ANIMAL HOSP	P B SPECIAL USE 122 CANFIELD RD					250.00

Total:	\$50,696.74	1,047.00	201.00	280.00	0.00	49,168.74
Deposit Amount:	\$50,049.74					
<i>Cash:</i>	<i>\$1,247.00</i>					
<i>Checks:</i>	<i>\$48,802.74</i>					
Credit Card Amount:	\$647.00					



**Department of
Environmental
Conservation**

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

Phone 1-800-962-5622

Invoice 2068-204831

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

Invoice Period: **10/01/2024** to **10/31/2024**

Product Summary

Product Name	Sales			Reversals / Voids			Net		
	Quantity	Vendor	State	Quantity	Vendor	State	Total	Vendor	State
Deer Management Permit - Instant	2	\$1.10	\$18.90	0	\$0.00	\$0.00	\$20.00	\$1.10	\$18.90
DMP Deer Carcass Tag	12	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resident Senior Hunting	3	\$0.84	\$14.16	0	\$0.00	\$0.00	\$15.00	\$0.84	\$14.16
Bear Carcass Tag	24	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reg Season Deer Tag	25	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resident Senior Fishing	3	\$0.84	\$14.16	0	\$0.00	\$0.00	\$15.00	\$0.84	\$14.16
Resident Turkey Permit	9	\$4.95	\$85.05	0	\$0.00	\$0.00	\$90.00	\$4.95	\$85.05
Fall Turkey Tag - Statewide -	11	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Spring Turkey Tag #1	11	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Spring Turkey Tag #2	11	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Deer Management Permit - Instant	2	\$1.10	\$18.90	0	\$0.00	\$0.00	\$20.00	\$1.10	\$18.90
Resident Bowhunting	2	\$1.66	\$28.34	0	\$0.00	\$0.00	\$30.00	\$1.66	\$28.34
Bow/Muzz Either Sex Tag B	21	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resident Muzzleloading Privilege	2	\$1.66	\$28.34	0	\$0.00	\$0.00	\$30.00	\$1.66	\$28.34
Bow/Muzz Antlerless Tag	17	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Deer Management Permit LT - Instant	1	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resident Hunting	15	\$16.94	\$291.06	0	\$0.00	\$0.00	\$308.00	\$16.94	\$291.06
Resident Bowhunting	12	\$9.13	\$155.87	0	\$0.00	\$0.00	\$165.00	\$9.13	\$155.87
Resident Muzzleloading Privilege	10	\$7.47	\$127.53	0	\$0.00	\$0.00	\$135.00	\$7.47	\$127.53
Resident Fishing	8	\$9.66	\$165.34	0	\$0.00	\$0.00	\$175.00	\$9.66	\$165.34
Replacement License	3	\$0.84	\$14.16	(2)	(\$0.56)	(\$9.44)	\$5.00	\$0.28	\$4.72
Replacement Tag	3	\$1.65	\$28.35	(2)	(\$1.10)	(\$18.90)	\$10.00	\$0.55	\$9.45

Product Name	Sales			Reversals / Voids			Net		
	Quantity	Vendor	State	Quantity	Vendor	State	Total	Vendor	State
Lifetime Bowhunting Privilege 16+	1	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lifetime Muzzleloading Privilege 16+	1	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lifetime License (Hunt & Fish) 16-69	1	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lifetime License (Hunt/Fish/Turkey) 16-69	1	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lifetime Muzzleloading Privilege 14-15	1	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lifetime Bowhunting Privilege 14-15	1	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resident Senior Bowhunting	3	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resident Senior Muzzleloading Privilege	3	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resident Hunting - Military Disabled	1	\$0.28	\$4.72	0	\$0.00	\$0.00	\$5.00	\$0.28	\$4.72
Resident Bowhunting - Military Disabled	1	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resident Muzzleloading - Military Disabled	1	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resident Fishing - Military Disabled - FREE	1	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resident Junior Hunting	4	\$1.12	\$18.88	0	\$0.00	\$0.00	\$20.00	\$1.12	\$18.88
Big Game Tags	2	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resident Junior Bowhunting	1	\$0.22	\$3.78	0	\$0.00	\$0.00	\$4.00	\$0.22	\$3.78
Resident Senior Bowhunting	1	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resident Senior Muzzleloading Privilege	1	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bow/Muzz Either Sex Tag M	3	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Print Fee		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	235	\$59.46	\$1,017.54	(4)	(\$1.66)	(\$28.34)	\$1,047.00	\$57.80	\$989.20

* Vendor Amount includes Agent commission and print fees collected

\$989.20 Will be swept from your bank account on **11/14/2024**



**Department of
Environmental
Conservation**

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

Phone 1-800-962-5622

Invoice 2068-204831

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

Invoice Period: **10/01/2024** to **10/31/2024**

Daily Summary

Date	Sales			Reversals / Voids			Net		
	Quantity	Vendor	State	Quantity	Vendor	State	Total	Vendor	State
10/01/2024	36	\$8.67	\$148.33	0	\$0.00	\$0.00	\$157.00	\$8.67	\$148.33
10/02/2024	43	\$6.74	\$115.26	(4)	(\$1.66)	(\$28.34)	\$92.00	\$5.08	\$86.92
10/03/2024	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10/04/2024	45	\$13.25	\$226.75	0	\$0.00	\$0.00	\$240.00	\$13.25	\$226.75
10/05/2024	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10/06/2024	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10/07/2024	4	\$2.59	\$44.41	0	\$0.00	\$0.00	\$47.00	\$2.59	\$44.41
10/08/2024	8	\$0.55	\$9.45	0	\$0.00	\$0.00	\$10.00	\$0.55	\$9.45
10/09/2024	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10/10/2024	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10/11/2024	39	\$11.93	\$204.07	0	\$0.00	\$0.00	\$216.00	\$11.93	\$204.07
10/12/2024	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10/13/2024	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10/14/2024	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10/15/2024	18	\$3.42	\$58.58	0	\$0.00	\$0.00	\$62.00	\$3.42	\$58.58
10/16/2024	15	\$2.04	\$34.96	0	\$0.00	\$0.00	\$37.00	\$2.04	\$34.96
10/17/2024	8	\$0.56	\$9.44	0	\$0.00	\$0.00	\$10.00	\$0.56	\$9.44
10/18/2024	1	\$1.38	\$23.62	0	\$0.00	\$0.00	\$25.00	\$1.38	\$23.62
10/19/2024	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10/20/2024	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10/21/2024	10	\$4.08	\$69.92	0	\$0.00	\$0.00	\$74.00	\$4.08	\$69.92
10/22/2024	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10/23/2024	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10/24/2024	1	\$1.38	\$23.62	0	\$0.00	\$0.00	\$25.00	\$1.38	\$23.62
10/25/2024	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10/26/2024	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10/27/2024	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10/28/2024	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10/29/2024	7	\$2.87	\$49.13	0	\$0.00	\$0.00	\$52.00	\$2.87	\$49.13
10/30/2024	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10/31/2024	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	235	\$59.46	\$1,017.54	(4)	(\$1.66)	(\$28.34)	\$1,047.00	\$57.80	\$989.20

* Vendor Amount includes Agent commission and print fees collected

\$989.20 Will be swept from your bank account on **11/14/2024**

Monthly Report of Marriage Licenses Issued

SEE INSTRUCTIONS AT BOTTOM OF PAGE

Report for the month of	<u>OCTOBER</u> <u>2024</u>	Do not write in this area	DEP. NO.	_____
City or Town of	<u>MENDON</u>		\$	_____
County of	<u>MONROE</u>		CHECK #	_____

Licenses numbered from 025 to 031 inclusive. # of Military Exemptions: _____

*If only ONE license was issued, place license number in both spaces. # of Skipped Licenses: _____

*If NO licenses were issued, write "NONE" in both spaces. # of Voided Licenses: _____

Pursuant to the provisions of Section 15 of the Domestic Relations Law, 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.

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>157.50</u>	Name of City or Town Clerk (Please type or print)	
	<u>Michelle Booth</u>	
	Signature of City or Town Clerk	Date
	<u>Michelle Booth</u>	<u>11/01/2024</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 submitted to the New York State Department of Health at the above address for each month whether or not any licenses were issued. If no licenses were issued, indicate NONE in the spaces provided for license numbers.

The issuance of a marriage license makes you responsible for the remittance fee of \$22.50 whether or not the marriage ceremony is ever performed. An exception to the mandatory remittance is when either of the parties applying for such license is a member of the armed forces of the U.S. on active duty.

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, 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 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.

11/01/2024

11:20:00

TOWN OF MENDON

Detail of Marriage License Transactions

For the period 10/01/2024 through 10/31/2024

Id	Date	Groom(Spouse A) & Bride(Spouse B)	Statutory Fee	Local Fee	Total	
1.	24025	10/02/2024	ROBERTS, WILLIAM WALTON to PUCHEBNER, MADISYN ROSE	22.50	17.50	40.00
2.	24026	10/03/2024	SARTAIN, MATTHEW SHEA to ERDMAN, BRIDGET REID	22.50	17.50	40.00
3.	24027	10/10/2024	DONNELLI, JOSEPH DAVID to ROBINSON, ASHLEY AMELIA	22.50	17.50	40.00
4.	24028	10/21/2024	MORSE, JAMES BRADLEY to ZAMBITO, JOYELLE	22.50	17.50	40.00
5.	24029	10/23/2024	FARNAND, KEVIN MICHAEL to HOOPER, CHLOE CAPRI	22.50	17.50	40.00
6.	24030	10/23/2024	HESS, JUSTIN MATTHEW to VEGA-MARKUM, STACEY APRIL	22.50	17.50	40.00
7.	24031	10/28/2024	MILLER, ROBERT JOHN to SHRIVER, JENNIFER ELIZABETH	22.50	17.50	40.00
TOTAL SALES:			157.50	122.50	280.00	

Month Reported: OCTOBER, 2024

County: MONROE

Code: 26

TOWN OF MENDON

Code: 09

Prepared by: Michelle Booth, TOWN CLERK

Date Prepared: NOVEMBER 1, 2024

Dog License Monthly Report

Original ID Dog Licenses sold	6
Original Purebred License sold	0
Dog License Renewals sold	21
Purebred License Renewals sold	0
Total sold	27

LICENSE TYPES AND FEES COLLECTED

	<u>Quantity</u>	<u>Local Fees</u>	<u>Surcharge Fees</u>
Spayed and Neutered Dogs	<u>24</u>	\$5.00 ea <u>130.00*</u>	\$1.00 ea <u>26.00*</u>
Unspayed and Unneutered Dogs	<u>3</u>	\$12.00 ea <u>36.00</u>	\$3.00 ea <u>9.00</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>	\$50.00 ea <u>0.00</u>	<u>0.00</u>
Purebred License (11-25 dogs) Spayed & Neutered	<u>0</u>	\$75.00 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>	<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>27</u>	<u>166.00</u>	<u>35.00</u>

REPLACEMENT AND PUREBRED TAG ORDERS

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

DISBURSEMENTS

Paid to Supervisor	\$166.00
Paid to NYS Animal Population Control Program	\$35.00

*includes discounts multiple years fees

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

Month of Submission: OCTOBER, 2024
County: MONROE Town of Mendon
TCV Code: 2609 Monroe Mendon
Prepared by: Michelle Booth, Town Clerk
Date Prepared: NOVEMBER 1, 2024

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.

LICENSE TYPES AND FEES COLLECTED	Unspayed/Unneutered - Four months of age or older
Spayed and Neutered Dogs	\$1.00 ea = \$26.00
Unspayed and Unneutered Dogs	\$3.00 ea = \$9.00
TOTAL AMOUNT REMITTED	\$35.00
Check Number:	

11/01/2024
11:24:17

TOWN OF MENDON
Detail of Dog License Transactions
For the period 10/01/2024 through 10/31/2024

Id	Date	License Type	Owner	Local Fee	APCP Surcharge
Original I.D. Dog Licenses Issued:					
1	0001161	10/02/2024	FS HOOPER, CHLOE	5.00	1.00
2	0001162	10/07/2024	FS MADIGAN, MARY JO & J	5.00	1.00
3	0001163	10/17/2024	MN ALLISON, MICHAEL & L	5.00	1.00
4	0001164	10/28/2024	FS HELLER, RYAN	5.00	1.00
5	0001165	10/30/2024	MN DUGO, DONNA M	5.00	1.00
6	0001166	10/31/2024	FS DICK, PATRICIA & VIN	5.00	1.00
				30.00	6.00

Renewal Licenses and New Owners Issued:					
1	0000661 0008039	10/04/2024	FS BLACK, DEBRA	15.00	3.00
2	0000901 0008041	10/07/2024	FS PRICE, SARAH	5.00	1.00
3	0000463 0008042	10/09/2024	FS WILKES, JAMES	5.00	1.00
4	0000905 0008043	10/09/2024	FS DOHR, PETER	5.00	1.00
5	0000003 0008044	10/09/2024	FS BLAKENEY, JULIA E	5.00	1.00
6	0000983 0008045	10/10/2024	FS GOTTERMEIER, NANCY	5.00	1.00
7	0000755 0008046	10/15/2024	MN SLYMON, MICHELLE	5.00	1.00
8	0000978 0008047	10/15/2024	MU FRANCESCO, MELANIE	12.00	3.00
9	0000572 0008048	10/15/2024	MN CUSHMAN, SUSAN	5.00	1.00
10	0000455 0008049	10/16/2024	FS IPSARO, KAREN	5.00	1.00
11	0001062 0008050	10/17/2024	FS CROMWELL, MATTHEW &	5.00	1.00
12	0000150 0008051	10/17/2024	FS YELENCICS, TRACY	5.00	1.00
13	0000591 0008052	10/17/2024	FS HOWARD, HEATHER & ST	5.00	1.00
14	0000112 0008053	10/18/2024	FS BIANCHI, JENNIFER	5.00	1.00
15	0000651 0008054	10/22/2024	MN TURNER, DAVID & LIND	5.00	1.00
16	0000647 0008055	10/24/2024	FS GIANFORTI JULIE	5.00	1.00
17	0000654 0008056	10/24/2024	FS QUINLAN, CARINA K	5.00	1.00
18	0000122 0008057	10/28/2024	FS LESTER, KIM	5.00	1.00
19	0000083 0008058	10/28/2024	MN MACLEOD, STEVE/BONNI	5.00	1.00
20	0000657 0008059	10/30/2024	MU SARELIUS, INGRID	12.00	3.00
21	0001063 0008060	10/30/2024	MU SARELIUS, INGRID	12.00	3.00
				136.00	29.00

Status Changes:					
1	0000283	10/24/2024	FS DUNCAN, DEAN A	Dead	

TOTAL SALES				166.00	35.00
MULTIPLE YEARS / DISCOUNT				10.00	

11/01/2024
12:15:40

TOWN OF MENDON

B1900 - B688 Transaction Report For the period 10/01/2024 through 10/31/2024

Type	Date	Comment	Name	Quantity	Fee
B2110					
1.ZBAV	10/08/2024	47 OLD STABLE WAY	MORAVEC AREA VARIANCE	1	250.00
2.ZBPH	10/08/2024	47 OLD STABLE WAY	MORAVEC AREA VARIANCE	1	100.00
				1	100.00
B2115					
3.PAPL	10/28/2024	3741 CLOVER ST	MITTEN SUBD	1	50.00
4.PAPL	10/28/2024	3741 CLOVER ST	MITTEN SUBD	2	100.00
5.PASL	10/28/2024	3741 CLOVER ST	MITTEN SUBD	1	150.00
6.PASP	10/28/2024	3741 CLOVER	MITTEN SUBD	1	350.00
7.PBPH	10/28/2024	3741 CLOVER ST	MITTEN SUBD	1	100.00
8.PBPH	10/31/2024	122 CANFIELD RD	MENDON VILLAGE ANIMAL HOSP	1	100.00
9.PBSU	10/31/2024	122 CANFIELD RD	MENDON VILLAGE ANIMAL HOSP	2	200.00
				1	250.00
B2555					
10.BLDG	10/01/2024	9117 - 1013 MILE SQ - DECK	SENS	1	50.00
11.BLDG	10/01/2024	9118 - 91 SIBLEY - ADDITION	HARVEY	1	100.00
12.BLDG	10/07/2024	9119 - 100 SMITH - GENERATOR	FIANDACH	1	100.00
13.BLDG	10/07/2024	9120 - 29 OLD STABLE - SHED	PRINGLE	1	50.00
14.BLDG	10/07/2024	9121 - 23 GRAVEL HL - SHED	GAY	1	50.00
15.BLDG	10/15/2024	9122 - 21 GRVL HL - SHED	PARTRIDGE	1	50.00
16.BLDG	10/21/2024	44 OLD STABLE WAY EARTH BERM	PALIANI	1	40.00
17.BLDG	10/22/2024	9124 - 11 PARTRDG HL - RF SOLR	SOLTIZ	1	75.00
18.BLDG	10/23/2024	9125 - 288 CHMBRLN - SMK DMG	SARTOR	1	100.00
19.BLDG	10/25/2024	9126 - 132 CANFIELD - GAS FP	BROWN	1	50.00
20.BLDG	10/25/2024	9127 - 3760 RSH MNDN - SHED	RUDIN	1	50.00
21.BLDG	10/28/2024	9128 - 19 CHATEAU - SHED	SPAGNOLO	1	50.00
22.BLDG	10/29/2024	9129 - 49 OLD STABLE - SFD	MORAVEC	1	2,858.40
23.BLDG	10/29/2024	725 BOUGHTON HILL, ORR, GEOTHR	ACES - ENERGY	1	75.00
24.BLDG	10/29/2024	9131 - 233 SCOFIELD - ADDITION	SHAFFER	1	100.00
25.BLDG	10/30/2024	9132 - 1222 PTTS MNDN - SUN RM	RUBIN	1	100.00
26.BLDG	10/30/2024	9133 - 27 TRT CRK - GENERATOR	REED	1	100.00
27.BLDG	10/30/2024	9134 - 375 PARRISH - GRG RENO	WARD	1	100.00
28.BLDG	10/31/2024	9135 - 17 RLN PLNS - KITCHEN	BUDYNAS	1	100.00
29.BLDG	10/31/2024	9136 - 831 W BLMFLD - GEHTRM	THOMASSEN	1	75.00
30.EXCA	10/28/2024	192.04-1-53 LOT 1	WALLMAN, LAURA	20	4,273.40
				1	25.00
				1	25.00

Type	Date	Comment	Name	Quantity	Fee
B2590					
31.BURN	10/21/2024	1122 PITTS MEND CTR RD	HERMAN, GEORGE	1	25.00
32.BURN	10/28/2024	188 SIBLEY ROAD	PULIRE	1	25.00
33.EPOD	10/22/2024	STONY RIDGE DR	CONKLIN, GREGORY	2	50.00
				1	50.00
34.ROAD	10/29/2024	242 MENDON CENTER RD	CLARKE/T&L EXCAVATING	1	50.00
				1	300.00
				1	300.00
B2771					
35.MPPK	10/09/2024			1	25.00
36.RALS	10/28/2024		JACOBS	1	25.00
				1	20.00
				1	20.00
B688					
37.EASL	10/28/2024	3741 CLOVER ST	MITTEN SUBD	3	600.00
				3	600.00
38.EASP	10/15/2024	PD REMAINING BALANCE	117 CHEESE FACTORY SUB ALTIER	1	600.00
39.EASP	10/28/2024	3741 CLOVER ST	MITTEN SUBD	1	700.00
				2	1,300.00
			Total for B Fund:	42	8,093.40
			Total Sales	42	8,093.40

11/01/2024
12:54:47

TOWN OF MENDON

DA2302 - T670.1 Transaction Report
For the period 10/01/2024 through 10/31/2024

Type	Date	Comment	Name	Quantity	Fee
DA2302					
1.HLBR	10/07/2024	LEHIGH NORTON PAVING	HONEOYE FALLS, VILLAGE OF	1	7,881.86
				1	7,881.86
DA2306					
2.FUEL	10/15/2024	SEPTEMBER USAGE	MENDON FIRE DISTRICT	1	340.65
				1	340.65
DA2665					
3.EQSL	10/29/2024	SALE OF 2018 FORD F-550	RUSH, TOWN OF	1	28,000.00
				1	28,000.00
DA513.					
4.INSR	10/09/2024	DA5130.4	EASTERN SHORE	1	260.00
5.INSR	10/24/2024	DA5130.4	EASTERN SHORE INS AGENCY	1	315.44
				2	575.44
			Total for DA Fund:	5	36,797.95
T20					
6.MEDI	10/02/2024		VOORHEES	1	76.00
7.MEDI	10/04/2024		SHERMAN	1	76.00
8.MEDI	10/29/2024	DENTAL	LOOPE	1	76.00
9.MEDI	10/29/2024	DENTAL	SHERMAN	1	76.00
10.MEDI	10/31/2024	DENTAL	FLETCHER	1	32.57
				5	336.57
			Total for T Fund:	5	336.57
Total Sales				10	37,134.52

A regular meeting of the Mendon Town Board was held at 7:00 PM, Tuesday, October 15, 2024, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY.

PRESENT: John D. Moffitt, *Supervisor*
Cynthia Carroll (absent)
Thomas Dubois } *Town Board*
Kimberly Roberts } *Members*
Brent Rosiek }

TOWN CLERK: Michelle Booth

OTHERS PRESENT: Danny Bassett, Tyler Zavitz, Jacqueline Main, Andrew Caschetta, Gary Loope, Richard Milne, Katrina Allen, Anthony Militello (ZOOM) and Tom Fromberger

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

Supervisor Moffitt called for a moment of silence to honor James Carroll, husband of Town Councilwoman, Cynthia Carroll, and the daughter of our Town Attorney, both of whom passed away recently.

AGENDA

(Resolution 24-262)

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

Adopted: Mr. Dubois, Aye; Ms. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

PUBLIC COMMENT

Gary Loope, of 21 Semmel Rd, shared his views on the process for amending meeting agendas, suggesting that the procedure could benefit from increased clarity or transparency. He also raised the issue of insurance requirements for the upcoming *Holidays in the Hamlet* event. Additionally, Mr. Loope expressed concerns about the ongoing budget consolidation efforts.

COMMUNICATIONS:

TOWN CLERK, Michelle Booth, reported that the 2024 School taxes are still being collected, and we are currently at about 93% collection. Additionally, the recycling and rabies event is scheduled for this upcoming Saturday.

TOWN BOARD:

Brent Rosiek, provided the following:

- He reported on the October 2 Planning Board meeting and the upcoming meeting on October 16. He reminded everyone that he will be out of town for the October 16 meeting and will need someone to cover in his absence.
- He gave an update on the Mendon Community Business Association (MCBA) meeting, noting that Holidays in the Hamlet is scheduled for December 14, and Mendon 64 will be hosting Lobster Dinners on October 26.
- Mr. Rosiek continues to meet regularly with the Planning Board Attorney, Code Enforcement Officer, and Town Supervisor.
- He also shared that the Mendon Fire Department will be conducting a controlled burn at Saxby's on November 9.

Kimberly Roberts, reported that there has not been a Zoning Board of Appeals (ZBA) meeting since the last update; however, a meeting is scheduled for November.

Thomas Dubois, reported on the October 2nd Environmental Conservation Board meeting and the October 3rd Historic Preservation Commission meeting. Additionally, he volunteered to cover for Mr. Rosiek at the October 16 Planning Board meeting.

Town Supervisor, John Moffitt, provided the following updates:

- He gave an update on the Board of Ethics.
- He has moved his office, converting the old office into a conference room.
- He addressed complaints regarding political signs, while clarifying the Town Code.
- The Spray Park has been closed for the season, and bird netting has been installed at the Highway Department.
- Mr. Moffitt attended the Summer Recreation meeting at the school.
- He will be advertising openings for various boards throughout the Town.
- All AEDs have been updated.
- He addressed the recent missing persons case, reassuring the community that there is no reason to believe there is any increased risk.
- Mr. Moffitt is working to organize a boating safety class for the community in 2025.
- He reminded everyone of the upcoming recycling and rabies event on October 19.
- Finally, he announced that the sidewalk project on Assembly Drive will be starting shortly.

SUPERVISOR'S MONTHLY REPORT

(Resolution 24-263)

A motion was made by Mrs. Roberts, seconded by Mr. Rosiek,, to acknowledge receipt of the Supervisor's Monthly Report for August 2024.

Adopted: Mr. Dubois, Aye; Ms. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

TOWN CLERK'S MONTHLY REPORT

(Resolution 24-264)

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to acknowledge receipt of the Town Clerk's Monthly Report for September 2024, showing receipts and disbursements in the amount of \$51,799.20.

Adopted: Mr. Dubois, Aye; Ms. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

MINUTES

(Resolution 24-265)

A motion was made by Mrs. Roberts, seconded by Mr. Rosiek, to approve the minutes of the regular meeting held on September 30, 2024, as presented.

Adopted: Mr. Dubois, Aye; Ms. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

BUDGET ADJUSTMENTS

(Resolution 24-266)

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

From: A1990.470	Contingent	\$250.00
To: A1220.410	Supervisor Travel/Dues	\$250.00
From: A1990.470	Contingent	\$500.00
To: A1420.110	Deputy Town Attorney	\$500.00
From: A1990.470	Contingent	\$500.00
To: A1620.403	B&G Fuel	\$500.00
From: A1990.470	Contingent	\$500.00
To: A 5010.400	Contractual Highway Super	\$500.00
From: A 1990.470	Contingent	\$250.00
To: A 5010.440	Equipment Highway Super	\$250.00
From: A 1990.470	Contingent	\$500.00
To: A 5020.400	Safety Supplies	\$500.00
From: A 1990.470	Contingent	\$500.00
To: A 5132.410	Garage Maintenance	\$500.00
From: B 1990.400	Contingent	\$1,000.00
To: B 8020.111	Planning Attorney	\$1,000.00
From: DA 9060.800	Medical Insurance	\$250.00
To: DA 9056.800	Uniform Cleaning	\$250.00
From: A 1990.470	Contingent	\$500.00
To: A 1620.400	Town Hall Contractual	\$500.00

From: A 1990.470 Contingent \$100.00
To: A 5010.460 Highway Super travel \$100.00

From: DB 5142.400 Town Snow \$40,000.00
From: DB 5148.400 Service other Gov't \$20,000.00
From: DB 9060.800 Medical Insurance \$10,000.00
From: DB 5110.400 Repairs \$16,000.00
To: DB 5110.200 Equipment \$86,000.00

Adopted: Mr. Dubois, Aye; Ms. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

VOUCHERS

General Abstract B

(Resolution 24-267)

A motion was made by Mr. Dubois, seconded by Mrs. Roberts, to approve all claims on vouchers numbered 24-573 to 24-606, on General Abstract 24-10B, in the amount of \$27,693.33.

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

Highway Abstract B

(Resolution 24-268)

A motion was made by Mr. Dubois, seconded by Mrs. Roberts, to approve all claims on vouchers numbered 24-180 to 24-198, on General Abstract 24-10B, in the amount of \$339,460.75.

Adopted: Mr. Dubois, Aye; Ms. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye

Library Abstract

Library vouchers numbered 24-154 to 24-178, on Library Abstract 24-10B, in the amount of \$13,242.61, were presented to the Town Board for payment.

PUBLIC HEARING - TOWN CODE AMENDMENTS - PROPOSED LOCAL LAW ON SMOKE SHOPS

Supervisor Moffitt opened the public hearing at 7:17 PM.

The public hearing was held to consider a local law to amend the Town of Mendon zoning legislation to address zoning for smoke shops.

Public Comment

There were no comments.

(Resolution 24-269)

A motion was made by Mr. Dubois, seconded by Mr. Rosiek, to close the public hearing at 7:17 PM.

Adopted: Mr. Dubois, Aye; Ms. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye

RESOLUTION TO APPROVE LOCAL LAW NO.5 - 2024 TO AMEND THE TOWN OF MENDON ZONING LEGISLATION TO ADDRESS ZONING FOR SMOKE SHOPS

(Resolution 24-270)

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

WHEREAS, a public hearing was duly called for, and held on October 15, 2024, relative to a proposed local law to “Amend the Town of Mendon Zoning Legislation to Address Zoning for Smoke Shops,” and all interested parties were permitted an opportunity to speak thereon; and

WHEREAS, the Town Board of the Town of Mendon, after due deliberation, finds it in the best interest of the Town to adopt said local law for the reasons set forth therein, and finds that the Mendon Town Code should thus be amended as set forth therein; now, therefore be it

RESOLVED, that, in accordance with the State Environmental Quality Review Act, the Town Board hereby approves the attached EAF Part 2 and 3, issuing a negative declaration relative to this matter; and, be it further

RESOLVED, that the Town Board hereby adopts said Local Law to “to Amend the Town of Mendon Zoning Legislation to Address Zoning for Smoke Shops,” all as set forth in the attached Local Law, which is incorporated herein and made a part hereof; and be it further

RESOLVED, that the Town Clerk be and hereby is directed to enter said Local Law into the minutes of this meeting, to give due notice of the adoption of said Local Law to the Secretary of State of the State of New York, and to have the physical and electronic Code updated in accord herewith.

Adopted: Mr. Dubois, Aye; Ms. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye

LOCAL LAW NO. 5 OF 2024 TO AMEND THE TOWN OF MENDON ZONING LEGISLATION TO ADDRESS ZONING FOR SMOKE SHOPS

BE IT ENACTED, by the Town Board of the Town of Mendon, Monroe County, State of New York, as follows:

Section I. Authorization

The adoption of this Local Law is in accordance with Section 10 of New York Municipal Home Rule Law. It is the intent of this Local Law to supersede any statutes or regulations which may be inconsistent with the provisions herein, all pursuant to the Town’s municipal home rule powers under Municipal Home Rule Law.

Section II. Title and Purpose

This law shall be known as and may be cited as Local Law No. 5 of 2024 “to Amend the Town of Mendon Zoning Legislation to Address Zoning for Smoke Shops.” Its purpose includes to define

and limit the areas in Town where Smoke Shops are permitted, and to advance the goals of New York State's tobacco use prevention and control program.

Section III. Legislative Intent and Finding

The Mendon Town Board finds that the zoning legislation of the Town of Mendon should specifically address Smoke Shops, so that the areas of Town in which they are permitted are clearly defined and limited in order to protect the health, safety and welfare of those in the Town. Moreover, consistent with advancing the goals of New York State's tobacco use prevention and control program, the Mendon Town Board finds that:

- a. Tobacco is a leading cause of preventable death and disease in New York State;
- b. Adolescent brains are uniquely vulnerable to the effects of nicotine and the formation of nicotine dependence;
- c. Tobacco and vapor/e-cigarette retail outlet density is associated with high rates of youth and adult tobacco use, as well as higher rates of initiation of nicotine use among adolescents and young adults;
- d. Tobacco and vapor products usage is linked to an increased incident in cancers and disease and therefore is harmful to the public health; and
- e. Restricting the sale of tobacco and vapor/e-cigarette products to certain zoning districts and reducing the concentration of sale locations will reduce the availability of tobacco and nicotine to residents, including adolescents, improving public health and lessening the incidence of various cancers and diseases.

Section IV. Substantive Legislation.

The Town of Mendon's local zoning legislation, including as implemented by way of the Code of the Town Mendon, NY (also referred to herein as the "Code" or the "Mendon Town Code"), is hereby amended as set forth below:

Chapter 5, Section 5-4 ("General Definitions"), of the Code of the Town of Mendon shall be revised to add the definition of "Smoke Shop," as follows:

SMOKE SHOP:

Any business, retail shop or establishment which offers for sale or consideration, as a substantial or significant portion of its business, merchandise and/or stock-in-trade, whether intended for smoking, chewing, absorbing, dissolving, inhaling, snorting, sniffing, or ingesting by any other means into the body, the following ("Smoke Shop Products"): a) tobacco, tobacco products, or tobacco/smoking paraphernalia, including but not limited to cigarettes, cigars, pipes, hookahs, etc. and/or b) electronic cigarettes (e.g., electronic nicotine delivery systems), vape pens, vapors, e-liquids, e-vaporizers, or other like substances, and/or c) CBD (cannabidiol) products (not including products containing THC), including but not limited to CBD gummies and/or CBD oil, for example.

Smoke Shops do not include cannabis retail dispensaries (which are not permitted in the Town of Mendon).

Factors of Significance: For purposes of this definition, “substantial or significant” may be determined using the following considerations:

- a. The amount of sales floor area used for the sale of Smoke Shop Products, including as compared to the total sales floor area used for the sale of other products; and/or
- b. The amount of Smoke Shop Products accessible to customers, generally, including as compared to other products accessible to customers; and/or
- c. Revenues derived from Smoke Shop Products, including as compared to total revenues; and/or
- d. Advertising/marketing devoted to Smoke Shop Products, including as compared to advertising/marketing otherwise, and including the name of the business; and/or
- e. The use of the establishment for Smoke Shop Products, including as compared to total use thereof.

Conclusive Determination: Notwithstanding the above considerations (which above considerations may nonetheless be utilized even where the below does not apply), the following shall be conclusive in determining a “substantial or significant portion:”

- a. Thirty-three percent (33%) or more of the sales floor area is used for the sale of Smoke Shop Products, and/or
- b. Thirty-three percent (33%) or more of the establishment’s stock-in-trade comprises Smoke Shop Products, and/or
- c. Thirty-three percent (33%) or more of the establishment’s gross income is derived from Smoke Shop Products; and/or
- d. Thirty-three percent (33%) or more of the establishment’s advertising/marketing is devoted to Smoke Shop Products, and/or the public-facing name of the business generally indicates that it is a Smoke Shop.

Grocery/Supermarket/Convenience Stores: Any grocery store, supermarket, convenience store or similar retail use that sells conventional cigars, cigarettes or tobacco as ancillary sales (i.e., Smoke Shop Products are not a “substantial or significant” portion of business) shall not be defined as a Smoke Shop.

Section 260-17[D] of the Mendon Town Code (specially permitted uses in the Business District) shall be amended by adding a new subsection (17), which shall read as follows:

(17) Smoke Shops.

Section 260-18[D] of the Mendon Town Code (specially permitted uses in the Industrial District) shall be amended by adding a new subsection (8), which shall read as follows:

(8) Smoke Shops.

Article VII ("Special Use Permits") of the Mendon Town Code shall be amended by adding new subsection "260-48.1," to be entitled "Smoke Shops," which shall read as follows:

Section 260-48.1 Smoke Shops.

A special use permit shall be required for all Smoke Shops, the same of which are only permitted in the Business and Industrial Districts in Town (with a special use permit). The following additional conditions and criteria must be met relative to the issuance of a special use permit for Smoke Shops.

1. Buffer to Other Uses. Smoke Shops shall be established at least 500 feet from any a) school or school grounds, b) park or playground, c) church / house of worship, d) residence, e) public library, or f) business which is primarily focused on providing services/products to children, including, for example, childcare facilities or recreational facilities with a significant youth component. Such 500-foot setback shall be measured from the Smoke Shop to the nearest lot line of the buffered use. The measurement from the Smoke Shop shall be from the closest portion of the building or portion thereof comprising the Smoke Shop and/or the closest exterior portions of the Smoke Shop where actual sales might take place (such as outdoor sales locations or a drive through window).

2. Buffer to Other Smoke Shops. Smoke Shops shall be established at least 500 feet from any other Smoke Shop. The measurement for the 500-foot setback herein shall be from the closest portion of the building or portion thereof comprising each Smoke Shop and/or the closest exterior portions of each Smoke Shop where actual sales might take place (such as outdoor sales locations or a drive through window).

3. Compliance with Law. All Smoke Shops within the Town of Mendon shall comply with applicable law, including but not limited to New York State laws, rules, and regulations, in addition to those provisions contained in the Town of Mendon Code.

4. Pre-existing Smoke Shops. Consistent with and subject to Article VI hereof, the provisions of this local law shall not apply to Smoke Shops which legally existed prior to enactment of this local law.

Section V. Validity and Severability

If any clause, sentence, paragraph, subdivision, or part of this Local Law or the application thereof to any person, firm or corporation, or circumstance, shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this Local Law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

Section VI. Repeal, Amendment and Supersession of Other Laws

All other Ordinances or Local Laws of the Town of Mendon which are in conflict with the provisions of this Local Law are hereby superseded or repealed to the extent necessary to give this Local Law force and effect during its effective period, including but not limited to the repeal

and supersession of the moratorium relative to Smoke Shops in the Town of Mendon that was implemented by way of Local Law No. 1-2024 (including any extension thereof such as its extension by way of subsequent amendment to said Local Law).

Section VII. Effective Date

This Local Law, after its adoption by the Town Board of the Town of Mendon, shall take effect immediately upon its filing with the Secretary of State of NY.

Adopted: Mr. Dubois, Aye; Ms. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye

PUBLIC HEARING - TOWN CODE CHAPTER 230 TAXATION AMENDMENTS - PROPOSED LOCAL LAW

Supervisor Moffitt opened the public hearing at 7:20PM.

The public hearing was held to consider amendments to Town Code Chapter 230, Taxation, in relation to Article XII, Exemption for Volunteer Firefighters and Ambulance Personnel.

Public Comment

Village of Honeoye Falls, Mayor, Richard Milne, stated that the Village Board of Trustees plans on reviewing this at their next meeting also.

(Resolution 24-271)

A motion was made by Mr. Rosiek, seconded by Mrs. Roberts, to close the public hearing at 7:21PM.

Adopted: Mr. Dubois, Aye; Ms. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye

RESOLUTION TO APPROVE LOCAL LAW NO.4 - 2024 TO AMEND TOWN CODE CHAPTER 230, TAXATION, ARTICLE XII, TO EXTEND THE TAX EXEMPTION FOR VOLUNTEER FIREFIGHTERS AND AMBULANCE PERSONNEL TO THE UN-REMARRIED SPOUSES OF THEIR DECEASED MEMBERS.

(Resolution 24-272)

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to approve the following:

WHEREAS, a public hearing was duly called for, and held on October 15, 2024, relative to a proposed local law to "Amend the Town of Mendon code Chapter 230, Taxation, Article XII, to extend the tax exemption for volunteer firefighters and ambulance personnel to the un-remarried spouses of their deceased members," and all interested parties were permitted an opportunity to speak thereon; and

WHEREAS, the Town Board of the Town of Mendon, after due deliberation, finds it in the best interest of the Town to adopt said local law for the reasons set forth therein, and finds that the Mendon Town Code should thus be amended as set forth therein; now, therefore be it

RESOLVED, that the Town Board hereby adopts said Local Law “to Amend the Town of Mendon code Chapter 230, Taxation, Article XII, to extend the tax exemption for volunteer firefighters and ambulance personnel to the un-remarried spouses of their deceased members,” all as set forth in the attached Local Law, which is incorporated herein and made a part hereof; and be it further

RESOLVED, that the Town Clerk be and hereby is directed to enter said Local Law into the minutes of this meeting, to give due notice of the adoption of said Local Law to the Secretary of State of the State of New York, and to have the physical and electronic Code updated in accord herewith.

Adopted: Mr. Dubois, Aye; Ms. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye

BE IT ENACTED BY THE
TOWN BOARD OF THE
TOWN OF MENDON, NEW YORK
AS FOLLOWS:

LOCAL LAW NO.4 OF 2024:
AMENDING TOWN CODE CHAPTER 230, TAXATION,
ARTICLE XII, TO EXTEND THE TAX EXEMPTION
FOR VOLUNTEER FIREFIGHTERS AND AMBULANCE
PERSONNEL TO THE UN-REMARIED SPOUSES
OF THEIR DECEASED MEMBERS.

Section 1. Title

This Local Law shall be known as “Local Law No. 4 of 2024: Amending Town Code Chapter 230, Taxation, Article XII, to Extend the Tax Exemption for Volunteer Firefighters and Ambulance Personnel to the Un-Remarried Spouses of their Deceased Members.”

Section 2. Purpose

The Town Board of the Town of Mendon is amending Article XII of Chapter 230 of the Town Code (Exemption for Volunteer Firefighters and Ambulance Personnel) to conform with recent legislation amending the Real Property Tax Law.

Section 3. Amendment

Article XII of Chapter 230 of the Town Code (Exemption for Volunteer Firefighters and Ambulance Personnel) is amended in its entirety as follows:

ARTICLE XII
Exemption for Volunteer Firefighters and Ambulance Personnel
and their Un-Remarried Spouses

§ 230-36. Legislative Intent.

The Real Property Tax Law has been amended by the addition of a new § 466-a which permits a town to grant a partial tax exemption on real property owned by an enrolled member of an incorporated volunteer fire company, fire department or incorporated voluntary ambulance service or such enrolled member and spouse or un-remarried spouse of a deceased member. Said partial exemption is 10% of the assessed value of such property for all town, part town, and special district purposes, exclusive of special assessments.

§ 230-37. Grant of Exemption.

An exemption of 10% of assessed value of property owned by an enrolled member as set forth below or such enrolled member and spouse is hereby granted from taxation with respect to town, part town, and special district purposes, exclusive of special assessments.

§ 230-38. Eligibility.

Such exemption shall be granted to an enrolled member of an incorporated volunteer fire company, fire department or incorporated voluntary ambulance service, provided that:

- A. The applicant resides in the Town of Mendon and the Town of Mendon is served by such incorporated volunteer fire company or fire department or incorporated voluntary ambulance service in which the applicant is an enrolled member;
- B. The property is the primary residence of the applicant;
- C. The property is used exclusively for residential purposes; provided, however, that in the event any portion of such property is not used exclusively for the applicant's residence but is used for other purposes, such portion shall be subject to taxation and the remaining portion only shall be entitled to the exemption provided by this section; and
- D. The applicant has been certified by the authority having jurisdiction for the incorporated volunteer fire company or fire department as an enrolled member of such incorporated volunteer fire company or fire department for at least two years or the applicant has been certified by the authority having jurisdiction for the

incorporated voluntary ambulance service as an enrolled member of such incorporated voluntary ambulance service for at least two years.

§ 230-39. Grant of Lifetime Exemption.

Any enrolled member of an incorporated volunteer fire company, fire department or incorporated voluntary ambulance service who accrues more than 20 years of active service and is so certified by the authority having jurisdiction for the incorporated volunteer fire company, fire department or incorporated voluntary ambulance service shall be granted the 10% exemption as authorized by this article for the remainder of his or her life, as long as his or her primary residence is located within the Town of Mendon, New York.

§ 230-40. Un-Remarried Spouses of Volunteer Firefighters or Volunteer Ambulance Workers Killed in the Line of Duty.

An un-remarried spouse of a deceased enrolled member of an incorporated volunteer fire company, fire department, or incorporated voluntary ambulance service is eligible for the exemption set forth in this Article if such member is killed in the line of duty provided, however, that:

- A. Such an un-remarried spouse is certified by the incorporated volunteer fire company, fire department, or incorporated voluntary ambulance service as an un-remarried spouse of an enrolled member of such incorporated volunteer fire company, fire department, or incorporated voluntary ambulance service who was killed in the line of duty; and
- B. Such deceased volunteer had been an enrolled member for at least five years; and
- C. Such deceased volunteer had been receiving the exemption prior to his or her death.

§ 230-41. Un-Remarried Spouses of Deceased Volunteer Firefighters or Volunteer Ambulance Workers.

An un-remarried spouse of a deceased enrolled member of an incorporated volunteer fire company, fire department, or incorporated voluntary ambulance service is eligible for the exemption set forth in this Article provided, however, that:

A. Such an un-remarried spouse is certified by the incorporated volunteer fire company, fire department, or incorporated voluntary ambulance service as an un-remarried spouse of a deceased enrolled member of such incorporated volunteer fire company, fire department, or incorporated voluntary ambulance service; and

B. Such deceased volunteer had been an enrolled member for at least twenty years; and

C. Such deceased volunteer and un-remarried spouse had been receiving the exemption for such property prior to the death of such volunteer.

§ 230-42. Application.

Application for such exemption shall be filed with the Town Assessor on or before the taxable status date on a form as prescribed by the Commissioner of Taxation and Finance.

§ 230-43. No Diminution of Benefits.

No applicant who is a volunteer firefighter or volunteer ambulance worker who by reason of such status is receiving any benefit under the provisions of Article 4 of the Real Property Tax Law on the effective date of this article shall suffer any diminution of such benefit because of the provisions of this article.

§ 230-44. Certification.

Each incorporated volunteer fire company, incorporated volunteer fire department and incorporated voluntary ambulance service shall file a notice annually, prior to the applicable taxable status date, with the Town Assessor certifying its enrolled members with two or more years of service. Such notice shall list as of the applicable taxable status date the number of years of service served by each such enrolled member and such enrolled member's address of residence.

Section 4. Severability

The invalidity of any word, section, clause, paragraph, sentence, part, or provision of this Local Law shall not affect the validity of any other part of this Local Law, which can by given effect without such part or parts.

Section 5. Effective Date

This Local Law shall take effect immediately upon filing with the office of the Secretary of State as provided by law.

PUBLIC HEARING - MENDON FIRE PROTECTION DISTRICT #1 CONTRACT

Supervisor Moffitt opened the public hearing at 7:22PM.

The public hearing was held to consider the proposed Mendon Fire Protection District #1 Contract.

Public Comment

Honeoye Falls Village Mayor, Richard Milne, expressed his support for the contract and announced plans for a public meeting in November to discuss the matter further. He emphasized the need for per diem employees to fill in at times when volunteers are unavailable. Mayor Milne clarified that the Fire Department is not opposed to a merger or shared services. However, new and anticipated OSHA requirements are expected to make recruiting volunteers even more challenging in the future. While the increase in the contract amount is not ideal, it is necessary to ensure the safety and fire protection of the residents.

(Resolution 24-273)

A motion was made by Mrs. Roberts, seconded by Mr. Dubois, to close the public hearing at 7:28 PM.

Adopted: Mr. Dubois, Aye; Ms. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye

MENDON FIRE PROTECTION DISTRICT #1 CONTRACT - ADOPTION

(Resolution 24-274)

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to adopt the Mendon Fire Protection District #1 Contract with the Village of Honeoye Falls in the amount of \$205,981.03.

Adopted: Mr. Dubois, Aye; Ms. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye

2025 TOWN OF MENDON TENTATIVE BUDGET - DISCUSSION

Supervisor Moffitt reported that healthcare is a key area of concern for 2025. In response, he worked diligently with his finance team to increase the healthcare allocation, allowing the Town to offer more comprehensive options beyond just single plans for employees. This move aims to improve employee benefits and overall satisfaction. The proposed changes received unanimous support from all present Town Board members, reflecting a shared commitment to enhancing employee well-being.

2025 TOWN OF MENDON BUDGET - ACCEPT AS PRELIMINARY AND ESTABLISH PUBLIC HEARING

(Resolution 24-275)

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to accept the 2025 Tentative Town Budget as the 2025 Preliminary Town Budget with the following amendments:

- A 9060.8 increased by \$25,000
- General Townwide Appropriations increased by \$25,000 to A 9060.8
- DB 9060.8 increased by \$75,000
- Highway Outside Village Appropriations increased by \$75,000 to DB 9060.8
- DB Appropriated Reserves increased by \$100,000 for Equipment
- DA Fund Balance used in 2025 Budget increased from \$87,200 to \$112,200
- DB Fund Balance used in 2025 Budget decreased from \$260,000 to \$235,000

Further, a public hearing on the 2025 Preliminary Town Budget will be held at 7:00PM, or as soon thereafter as said hearing can be convened, Monday, November 18, 2024, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY.

The elected officials salaries are as follows:

Town Supervisor	\$84,417.00
Town Board Member (4)	\$10,740.50
Town Justice (2)	\$19,651.50
Town Highway Superintendent	\$89,248.00
Town Clerk	\$76,663.00

A copy of the 2025 Preliminary Town Budget will be available for public inspection during regular business hours in the Mendon Town Clerk's Office and online at www.townofmendon.org.

Adopted: Mr. Dubois, Aye; Ms. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye

2024 VETERANS DAY LUNCHEON

(Resolution 24-276)

A motion was made by Mrs. Roberts, seconded by Mr. Dubois, to approve the Veterans Day Luncheon to be held on Monday, November 11, 2024, at the Town of Mendon Falls Post #664 Community Center, 167 North Main Street Honeoye Falls, immediately after the Veterans Day Ceremony in Honeoye Falls. All veterans and their families are invited to attend.

Adopted: Mr. Dubois, Aye; Ms. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye

ETHICS COMMITTEE - HIRE ATTORNEY FOR INVESTIGATION

(Resolution 24-277)

A motion was made by Mr. Rosiek, seconded by Mrs. Roberts, to employ the services of Bolaños Lowe PLLC for the purpose of conducting an investigation recommended by the Board of Ethics Committee.

Adopted: Mr. Dubois, Aye; Ms. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye

**NYS DEPARTMENT OF TRANSPORTATION -TRAFFIC CIRCLE AGREEMENT
(Resolution 24-278)**

A motion was made by Mrs. Roberts, seconded by Mr. Rosiek, to authorize the Supervisor to enter into an agreement with the NYS Department of Transportation for the maintenance of the traffic circle at the intersection of NYS Routes 65 and 251.

Adopted: Mr. Dubois, Aye; Ms. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye

DISPATCHERS AND LEAD MECHANIC-WAGES AND SALARIES DISCUSSION

Mr. Dubois highlighted that the mechanic pay rates were established at the organizational meeting and confirmed with the Highway Superintendent that the employees possess CDLs. He stressed that as an employee's responsibilities grow, so too should their compensation. With one employee set to assume the role of Head Mechanic, Mr. Dubois firmly advocated for an appropriate pay adjustment to reflect the increased duties and leadership expected in this position.

The Highway Superintendent acknowledged the employee's new role and recommended a 15.7% pay increase to reflect the expanded responsibilities. He emphasized that this employee is not only more qualified than his predecessor but also holds certifications in areas where the previous employee did not. The Superintendent commended the promoted employee's dedication and expertise, highlighting a significant accomplishment in saving the Town \$30,000 on a recently ordered truck, due to his qualifications and knowledge. He underscored the employee's value to the Town and how these qualifications and contributions warrant a corresponding increase in compensation.

Mr. Rosiek confirmed that the employee in question is qualified for the promotion and expressed surprise at the claim that the previous Deputy Highway Superintendent, who held the position for 14 years, was unqualified. He noted that the higher pay for the previous employee was likely due to their long tenure. Through his research, Mr. Rosiek found that the current salary for this position is at the higher end of the Monroe County pay scale, potentially exceeding the union pay range. As a result, he does not support granting a 15.7% pay increase at this time.

Supervisor Moffitt explained that he has been actively collaborating with Civil Service to ensure that all employee job titles accurately reflect their current job responsibilities. This process also involves securing and aligning the necessary titles to meet the Town's operational needs, ensuring that each role is properly classified and compliant with Civil Service requirements.

Mrs. Roberts inquired about the pay differential between the two dispatchers. In response, the Highway Superintendent clarified that the difference stems from the fact that a new employee is being hired specifically to cover night and weekend shifts, as well as occasionally driving a truck. The pay differential is attributed to the nature of overnight and weekend work, which typically warrants higher compensation.

(Resolution 24-279)

A motion was made by Mr. Dubois, seconded by Mr. Rosiek, to approve the salary of the newly appointed head mechanic to \$34.08/hr, reflecting a 10% increase.

Adopted: Mr. Dubois, Aye; Ms. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye

2024 MONROE COUNTY LAND USE DECISION MAKING TRAINING PROGRAM-ATTENDANCE APPROVAL

(Resolution 24-280)

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to authorize the Planning Board Vice Chair Earl DeRue to attend the Monroe County Land Use Decision Making Training Program on October 30, 2024 at Monroe Community College, 4:30PM-9:00PM, at a cost not to exceed \$50.00 to be paid from account B8020.430.

Adopted: Mr. Dubois, Aye; Ms. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye

TOWN OF MENDON YOUTH CENTER - HIRE

(Resolution 24-281)

A motion was made by Mrs. Roberts, seconded by Mr. Dubois, to hire Sofia Burke to work at the Town of Mendon Youth Center, at an hourly rate of \$16.00.

Adopted: Mr. Dubois, Aye; Ms. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye

DECLARATION OF SURPLUS

(Resolution 24-282)

A motion was made by Mr. Dubois, seconded by Mr. Rosiek, to declare the following items as surplus, and authorize their disposition:

Computers, service tags: H364CF1 FXJ2S22 HZCSDI

Monitors, model numbers: 1704FPVt E1912Hc

Keyboards, no meaningful identification, stack of 5. 1 File cabinet HON

1 HP Laserjet Printer P1505

1 fax machine Brother Super G3

1 Adding Machine Canon MPI IDX I Word Processor Brother ML I 00

Adopted: Mr. Dubois, Aye; Ms. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

HOLIDAYS IN THE HAMLET COMMUNITY EVENT - WAGON RIDE

(Resolution 24-283)

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to approve the payment of \$1,500.00, pending proper insurance endorsements, to KQ Percherons, 1759

Wayneport Road, Macedon, NY for a wagon ride at the Holidays in The Hamlet

Community Event on Wednesday, December 4, 2024 from 5:00PM- 8:00PM. To be paid from account B7550.450.

Adopted: Mr. Dubois, Aye; Ms. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

GASCON FAMILY VINEYARDS, LLC V. TOWN OF MENDON -STIPULATION AUTHORIZATION - TABLED

(Resolution 24-284)

A motion was made by Mr. Rosiek, seconded by Mrs. Roberts, to table this the motion to authorize a stipulation granting a Special Use Permit and resolving the matter of Gascon Family Vineyards, LLC and David S. Gascon v. Town of Mendon Town Board; E2023011686, because the Attorney to the Town was not present to advise.
Adopted: Mr. Dubois, Aye; Ms. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

PUBLIC COMMENT

Danny Bassette , 19A West Main St, commented that when Supervisor Moffitt discussed the local missing person, no name was mentioned.

Gary Loope, of 21 Semmel Rd, commented, with his opinion, that any pay increases for town employees should be implemented gradually and tied to their progression in training and experience. He emphasized that raises should reflect the employees' growing expertise and responsibilities over time, ensuring that compensation aligns with their development within their roles.

ADJOURNMENT

(Resolution 24-285)

A motion was made by Mr. Dubois, seconded by Mr. Rosiek, to adjourn the meeting at 8:21PM.

Adopted: Mr. Dubois, Aye; Ms. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

2024-11

GENERAL ABSTRACT A No. 24-607 to No. 24-618	SUBTOTAL	<u>\$27,437.88</u>
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GENERAL ABSTRACT B No. 24-619 to No. 24-658	SUBTOTAL	<u>\$88,135.22</u>
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HIGHWAY ABSTRACT No. 24-199 to No. 24-226	SUBTOTAL	<u>\$20,113.85</u>
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	TOTAL	<u>\$135,686.95</u>
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LIBRARY ABSTRACT A No. 24-179 to No. 24-185	TOTAL	<u>\$1,142.98</u>
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LIBRARY ABSTRACT B No. 24-186 to No. 24-197	TOTAL	<u>\$6,395.13</u>
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	TOTAL	<u>\$7,538.11</u>
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Prepared by _____

Abstract of General Vouchers 24-11A				
607	Aetna	L9060.8		\$ 150.00
608	Charter Communications	A1610.41	\$ 229.99	
		A5132.413	\$ 99.99	
		A1620.405	\$ 495.19	
		A1620.414	\$ 99.99	\$ 925.16
609	Excellus Health Plan-Group	A9060.8	\$ 321.51	
		B9060.8	\$ 108.58	
		DA9060.8	\$ 154.52	
		DB9060.8	\$ 574.89	
		L9060.8	\$ 32.57	\$ 1,192.07
610	Excellus Health Plan-Group	TA20		\$ 576.18
611	Excellus Health Plan-Group	A9060.8	\$ 3,100.94	
		DA9060.8	\$ 2,753.74	
		DB9060.8	\$ 9,477.46	
		L9060.8	\$ 558.27	\$ 15,890.41
612	Excellus Health Plan-Group	TA20		\$ 3,376.63
613	Excellus Health Plan-Group	A9060.8	\$ 564.74	
		B9060.8	\$ 282.37	
		DA9060.8	\$ 847.11	\$ 1,694.22
614	Frontier	A1620.405		\$ 62.50
615	Monroe County Water Authority	A7120.41		\$ 362.05
616	National Fuel	A1620.407	\$ 7.13	
		A1620.414	\$ 9.06	
		A1620.418	\$ 12.20	\$ 28.39
617	National Grid	B5182.4	\$ 80.51	
		A7120.41	\$ 81.61	
		A1620.414	\$ 122.02	
		A5132.413	\$ 655.35	
		A1620.418	\$ 130.09	
		A1620.408	\$ 524.15	\$ 1,593.73
618	R.G. & E.	B5182.4	\$ 763.12	
		SL5182.403	\$ 823.42	\$ 1,586.54
		TOTAL		\$ 27,437.88

Abstract of General Vouchers 24-11B				
619	Admar	A1620.402		\$ 95.00
620	Applied Business Systems, Inc.	A1670.406		\$ 1,500.00
621	Bassette, Danny	A1610.41		\$ 963.00
622	Benefit Resource	A9060.8	\$ 50.00	
		B9060.8	\$ 15.00	
		DA9060.8	\$ 50.00	
		DB9060.8	\$ 52.50	
		L9060.8	\$ 7.50	\$ 175.00
623	Bob Johnson Auto Group	A1620.402		\$ 1,356.21
624	Boylan Code - Attorneys at Law	B8010.111		\$ 855.00
625	Bus America Group Tours	B7610.401		\$ 562.00
626	Campobello Construction	B8021.400		\$ 47,369.80
627	Colonial/Rapid Print & Marketing	A1670.401		\$ 985.00
628	Crystal Rock	A1670.401		\$ 66.95
629	Eastern Shore Insurance Agency	DB1910.4		\$ 406.00
630	Ewaste+	A1620.411		\$ 23.41
631	FF Thompson Hospital	A5020.410		\$ 143.00
632	FNBO	A1670.401	\$ 955.31	
		A1610.2	\$ 705.93	
		A1620.417	\$ 93.30	
		A1310.401	\$ 253.80	
		A1620.402	\$ 91.21	
		B8010.420	\$ 100.00	
		A1610.41	\$ 15.99	
		A5010.41	\$ 9.97	\$ 2,225.51
633	Fallside Heating & Air Conditioning	A5132.410	\$ 231.00	
		A1620.421	\$ 641.00	
		A1620.413C	\$ 246.00	
		A1620.402	\$ 666.00	
		A1620.417	\$ 389.00	\$ 2,173.00
634	Flaherty's	B7610.401		\$ 1,690.00
635	Frontier	A5132.413		\$ 288.08
636	General Code	B8023.410		\$ 1,602.00
637	Hastings, John LLC	A1620.402		\$ 225.00
638	Higher Information Group	A1670.403		\$ 273.83
639	Home Depot Credit Services	A1620.411	\$ 241.28	
		A5132.3	\$ 217.60	
		A7120.42	\$ 71.33	\$ 530.21
640	Honeoye Falls Marketplace	A1670.401	\$ 39.23	
		A8511.4	\$ 1,183.00	\$ 1,222.23
641	Honeoye Falls Marketplace	A5010.4		\$ 19.96
642	Laura L. Landers, LLC	A1310.401		\$ 5,200.00
643	MRB Group	B8020.410		\$ 4,410.00
644	Mendon Meadows Marketplace	A1670.401		\$ 1.59
645	Monroe County Water Authority	A7120.41	\$ 23.76	
		A1620.406	\$ 134.88	
		A1620.414	\$ 28.58	
		A1620.418	\$ 24.57	
		A7140.41	\$ 24.57	
		A5132.413	\$ 268.56	\$ 504.92
646	Morgan Rubbish Removal Inc.	A5132.4		\$ 134.16
647	NOCO Energy Corp - Fuels	A1620.403		\$ 61.29
648	Naational Fuel	A1620.407	\$ 187.85	
		A1620.414	\$ 58.24	
		A1620.418	\$ 84.87	\$ 330.96
649	Penfield Plumbing & Heating	A1620.402		\$ 558.00
650	RadioMax	A5132.413		\$ 500.00
651	Quadient Leasing USA, Inc.	A1670.402		\$ 374.97
652	Rizzo & Rizzo Law Office, PLLC	A1420.1	\$ 4,583.33	

		B1910.1	\$ 2,580.07	\$ 7,163.40
653	Shred-Text, Inc.	A1620.411		\$ 900.00
654	Technical Systems Group Inc.	A7120.2		\$ 140.00
655	Tillich, Kyle	A5020.4		\$ 250.00
656	Verizon Business	A1620.418	\$ 18.34	
		B3620.45	\$ 32.45	
		A3510.440	\$ 18.34	
		A1220.410	\$ 38.05	\$ 107.18
657	VP Supply Corp	A1620.402		\$ 145.56
658	Young, Don, Esq.	B8020.111	\$ 1,250.00	
		B1910.1	\$ 1,353.00	\$ 2,603.00
	TOTAL			\$ 88,135.22

Abstract of Highway Vouchers 24-11

#	Company	Code	Sub Total	Total
199	Alro Steel Corporation	DA5130.4		\$280.12
200	Alta Construction Equipment	DA5130.4		\$2,046.45
201	Blair Supply Corp.	DB5115.4		\$2,646.70
202	Capital One Trade Credit (Weiders)	DA5130.4	\$132.60	
		DB5140.4	\$16.99	\$149.59
203	Caschetta, Andy - Petty Cash	DA5130.4		\$15.11
204	D&W Diesel	DA5130.4		\$144.42
205	Deckman Oil	DA5130.4		\$284.31
206	Ewing Lettering & Graphics	DA5130.4		\$331.66
207	FNBO	DA5130.4		\$340.72
208	Grainger	DA5130.4		\$287.40
209	Heidelberg Materials	DB5112.4		\$294.94
210	Jackson Welding & Gas Products	DA5130.4		\$10.56
211	Kenworth Northeast Group	DA5130.4		\$333.48
212	Kimball Midwest	DA5130.4		\$321.26
213	Lewis General Tires	DA5130.4		\$2,036.76
214	NAPA Auto Parts	DA5130.4		\$236.38
215	NOCO Energy Corp.	DB5110.4		\$2,308.55
216	Oil Filter Service	DA5130.4		\$241.04
217	Power Drives, Inc.	DA5130.4		\$59.86
218	Regional International	DA5130.4		\$241.45
219	Schreiber, Ben	DA9057.8		\$120.00
220	Snap-On	DA5130.4		\$4,048.25
221	Sunoco LP	DB5110.4		\$291.49
222	Thru-Way Spring	DA5130.4		\$393.00
223	Tracey Road Equipment	DA5130.4		\$818.71
224	UniFirst Corporation	DA9056.8		\$210.16
225	Victor Power Equipment	DB5140.4		\$1,621.48
Total				\$20,113.85

ABSTRACT OF LIBRARY VOUCHERS 2024-11a

Number	Vendor	Acct.	Acct. Amt.	Total Amt.
179	BXI Consultants	7410.440		\$ 86.90
180	Casella Waste Services	7410.450		\$ 131.59
181	Clearly	7410.420		\$ 46.98
182	Frontier	7410.420		\$ 194.68
183	National Fuel	7410.450		\$ 14.83
184	National Grid	7410.450		\$ 605.00
185	Simple Tech Innovations, Inc.	7410.210		\$ 63.00
			Total	\$ 1,142.98

ABSTRACT OF LIBRARY VOUCHERS 2024-11b

Number	Vendor	Acct.	Acct. Amt.	Total Amt.
186	Baker & Taylor	7410.400		\$ 803.70
187	Brodart	7410.401	\$ 1,257.87	\$ 1,508.17
		7410.408	\$ 48.00	
		7410.413	\$ 202.30	
188	Coller, Deborah	7410.413		\$ 175.00
189	EastWest Books	7410.401		\$ 97.96
190	Filipski, Matt	7410.427		\$ 20.10
191	Johnson, Cris	7410.413		\$ 375.00
192	Lookout Books	7410.401		\$ 97.80
193	Midwest Tape, LLC	7410.407		\$ 188.18
194	Monroe County Library System	7410.400		\$ 210.00
195	Rogers, Matt	7410.409		\$ 100.00
196	W.B. Mason Co.	7410.410	\$ 266.14	\$ 409.28
		7410.455	\$ 143.14	
197	WT Cox Information Services	7410.404		\$ 2,409.94
			Total	\$ 6,395.13

RESOLUTION #
SET PUBLIC HEARING – LOCAL LAW NO. _____ OF 2024 TO AMEND THE TOWN
OF MENDON ZONING LEGISLATION TO ADDRESS ZONING FOR ACCESSORY
BUILDINGS/STRUCTURES

WHEREAS, the Town Board of the Town of Mendon hereby finds that the Town's Code is overly permissive relative to accessory buildings/structures in front yards, and that, for the general welfare and benefit of the Town, including to preserve the character thereof, the Code shall be revised to restrict accessory buildings/structures in front yards and to clarify the zoning setback requirements therefore; and

WHEREAS, thus, the Town Board now has before it a proposed Local Law to "to Amend the Town of Mendon Zoning Legislation to Address Zoning for Accessory Buildings/Structures."

NOW, THEREFORE, BE IT RESOLVED, by the Mendon Town Board, that a Public Hearing shall be had on the ___ day of _____, 2024, at _____ p.m., for the purpose of adopting a local law, a copy of which is attached hereto, to amend the Town of Mendon zoning legislation to address zoning for accessory buildings/structures; and be it further

RESOLVED, that the Town Clerk advertise for said public hearing in a manner consistent with law; and, be it further

RESOLVED, that a copy of said proposed Local Law be referred to the Monroe County Planning Board.

LOCAL LAW NO. _____ OF 2024 TO AMEND THE TOWN OF MENDON ZONING LEGISLATION TO ADDRESS ZONING FOR ACCESSORY BUILDINGS/STRUCTURES

BE IT ENACTED, by the Town Board of the Town of Mendon, Monroe County, State of New York, as follows:

Section I. Authorization

The adoption of this Local Law is in accordance with Section 10 of New York Municipal Home Rule Law. It is the intent of this Local Law to supersede any statutes or regulations which may be inconsistent with the provisions herein, including but not limited at NY Town Law Article 16, all pursuant to the Town's municipal home rule powers under NY Municipal Home Rule Law.

Section II. Title and Purpose

This law shall be known as and may be cited as Local Law No. _____ of 2024 "to Amend the Town of Mendon Zoning Legislation to Address Zoning for Accessory Buildings/Structures." Its purpose is to revise the Code of the Town Mendon, NY such that accessory buildings/structures are not permitted in front yards and to clarify required setbacks regarding the same.

Section III. Legislative Intent and Finding

The Town Board of the Town of Mendon hereby finds that the Code is overly permissive relative to accessory buildings/structures in front yards, and that, for the general welfare and benefit of the Town, including to preserve the character thereof, the Code shall be revised to restrict accessory buildings/structures in front yards and to clarify required setbacks regarding the same.

Section IV. Substantive Legislation.

The Town of Mendon's local zoning legislation, including as implemented by way of the Code of the Town Mendon, NY (also referred to herein as the "Code" or the "Mendon Town Code"), is hereby amended as set forth below:

Section 260-8 ("Regulations Applicable to All Districts") of the Code, Subsection "C" thereof, shall be amended by revising subsection (7) thereof (i.e., Section 260-8[C](7)) to read as follows:

(7) Accessory buildings/structures shall comply with the front, side and rear setbacks applicable in the zoning district where such building/structure is located.

Section 260-8 ("Regulations Applicable to All Districts") of the Code, Subsection "C" thereof, shall be amended by revising subsection (10) thereof (i.e., Section 260-8[C](10)) to read as follows:

(10) Accessory buildings/structures shall not be located in a Front Yard.

Section V. Validity and Severability

If any clause, sentence, paragraph, subdivision, or part of this Local Law or the application thereof to any person, firm or corporation, or circumstance, shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this Local Law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

Section VI. Repeal, Amendment and Supersession of Other Laws

All other rules, regulations, ordinances, local laws and/or legislation of the Town of Mendon which are in conflict with the provisions of this Local Law are hereby superseded or repealed to the extent necessary to give this Local Law force and effect during its effective period.

Section VII. Effective Date

This Local Law, after its adoption by the Town Board of the Town of Mendon, shall take effect immediately upon its filing with the Secretary of State of NY.

Contract #	Municipality	Ext. Period	Region #	Extension #
D014749	TOWN OF MENDON	2024-2029	4	1

AGREEMENT TO EXTEND MUNICIPAL SNOW AND ICE AGREEMENT

Time and Materials

Fixed Lump Sum

Indexed Lump Sum

This Agreement made this _____ day of _____, _____ by and between THE PEOPLE OF STATE OF NEW YORK (hereinafter referred to as "STATE"), acting by and through the Commissioner of Transportation of the State of New York (hereinafter referred to as "COMMISSIONER"), and the Town Supervisor of the TOWN OF MENDON (hereinafter referred to as "MUNICIPALITY") as follows:

WHEREAS, the COMMISSIONER and the MUNICIPALITY have entered into an Agreement No. D014749 entitled Municipal Snow and Ice Agreement between the New York State Department of Transportation and the Municipality of TOWN OF MENDON dated _____; and

WHEREAS, the term of the said Agreement is for a period of five years commencing **July 1, 2019** and the said Agreement provides that the parties may at the end of each 5-year term of the Agreement extend such term for an additional five years; and

WHEREAS, the present term of the Agreement, as extended, expires June 30, 2024; and Section 1 of said Agreement allows up to a maximum of three extension periods of five years each for a maximum contract life of twenty years;

WHEREAS, Sections 5 of the said Agreement provides that the COMMISSIONER shall furnish the MUNICIPALITY with a suitable map for each term of the Agreement, or for any extended term thereof, modified to show the changes, if any, to the State Highways affected by this Agreement.

WHEREAS, Section 13 of the said Agreement provides for an annual update of the estimated expenditure to be determined by the COMMISSIONER subject to the provisions of Section 13 at the time for extension of the Agreement;

NOW, THEREFORE, in consideration of the mutual covenants and benefits between the parties,

WITNESSETH:

1. The aforementioned Snow and Ice Agreement between New York State Department of Transportation and the MUNICIPALITY" is hereby extended for a period of five years; now to expire on June 30, 2029, unless further extended.

2. The State Highways or parts thereof affected by this Agreement are as delineated on the attached map, agreed upon by the COMMISSIONER and the MUNICIPALITY, which shall be effective for the remainder of the term of the Agreement commencing July 1, 2023, unless changed by future agreement between the COMMISSIONER and the MUNICIPALITY.

3. All the terms and conditions of the original contract remain in effect except as follows. The estimated expenditure specified in Section 13 of the aforementioned Agreement shall be \$153,378.47 for 48.2 lane miles for each year of this five-year extension period, for a grand total of \$766,092.35, commencing **July 1, 2024**, unless changed by future update.

4. This Agreement incorporates the June 2023 version of Appendix A, replacing the previous version dated January 2014 MUNICIPALITY" is hereby extended for a period of five years; now to expire on June 30, 2029, unless further extended.

IN WITNESS WHEREOF, This Agreement has been executed by the State, acting by and through the duly authorized representative of the COMMISSIONER, and the MUNICIPALITY, which has caused this Agreement to be executed by its duly authorized officer on the date and year first above written.

Agency Certification Contract No. D014749

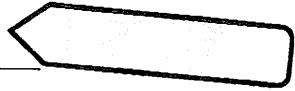
"In addition to the acceptance of this contract, I also certify that original copies of this signature page will be attached to all other exact copies of this contract."

THE PEOPLE OF THE STATE OF NEWYORK

MUNICIPALITY

BY _____

BY _____



for Commissioner of Transportation

Dated: _____

Title: Town Supervisor

STATE OF NEW YORK

) SS:

COUNTY OF

)

On the _____ day of _____ in the year _____ before me personally came

_____ tome known who, being by me duly sworn, did depose and

say that he resides in _____ New York; that he is the

_____ of _____ the municipality described in and which executed the

above instrument; that he executed said instrument by order of the Governing Body of said municipality pursuant to a

resolution which was duly adopted on _____ a certified copy of such resolution attached

hereto and made a part hereof.

Notary Public

APPROVED AS TO FORM

APPROVED BY NYS COMPTROLLER'S OFFICE

STATE OF NEW YORK ATTORNEY GENERAL

By: _____

By: _____

NYSDOT MUNICIPAL SNOW & ICE CONTRACTS

Estimated Expenditure Calculation/Adjustment Worksheet For Time & Materials S&I Agreements


MUNICIPALITY:	TOWN OF MENDON	
CONTRACT:	D014749	
CURRENT CONTRACT PERIOD:	2023/24 – 2027/28	
SEASON:	2024/25	CONTRACT LM: 48.20

2023/24 Actual Final	\$161,441.69
2022/23 Actual Final	\$156,123.17
2021/22 Actual Final	\$177,582.06
3-YEAR AVERAGE (2024/25 Estimated Expenditure):	\$153,378.47

A: Base Estimated Expenditure (see note 1)	\$180,912.92
B: 2024/25 Estimated Expenditure:	\$153,378.47
C: Difference (B minus A) (see note 2)	-\$27,534.46
2024/25 Interim Payment:	\$102,763.57

Note 1: Base Estimated Expenditure refers to the amount that was provided for the first season under the current 5-year contract period.

Note 2: As a result of having a light winter during 2023/24, an amendment to increase the contract amount will not be needed. No additional documentation is necessary.

Reviewed/Approved By:	Signatures Below:
For Municipality:	
DOT Resident Engineer:	
DOT Snow & Ice Program Manager:	

NYSDOT MUNICIPAL SNOW & ICE CONTRACTS

Estimated Expenditure Calculation/Adjustment Worksheet For Time & Materials S&I Agreements


MUNICIPALITY:	TOWN OF MENDON	
CONTRACT:	D014749	
CURRENT CONTRACT PERIOD:	2023/24 – 2027/28	
SEASON:	2024/25	CONTRACT LM: 48.20

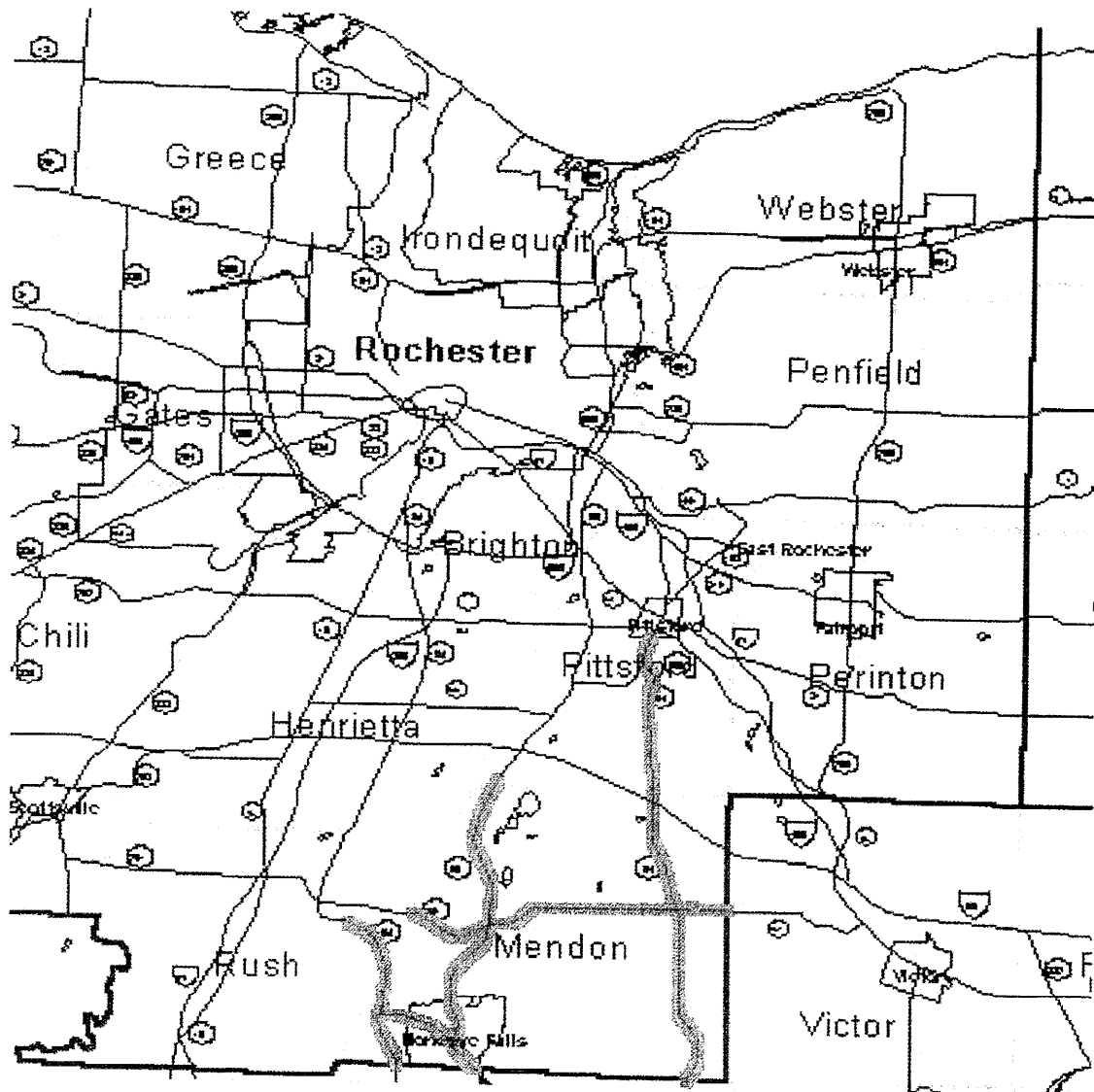
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Note 1: Base Estimated Expenditure refers to the amount that was provided for the first season under the current 5-year contract period.

Note 2: As a result of having a light winter during 2023/24, an amendment to increase the contract amount will not be needed. No additional documentation is necessary.

Reviewed/Approved By:	Signatures Below:
For Municipality:	
DOT Resident Engineer:	
DOT Snow & Ice Program Manager:	



MAP SHOWING TOWN OF MENDON
 RESPONSIBILITY FOR SNOW AND ICE CONTROL ON
 STATE HIGHWAYS FOR SEASON OF 2024/2025

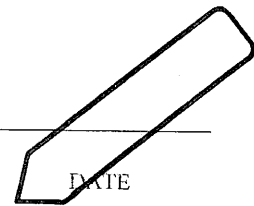
MILES - CONTRACT

C.L.	LANE
24.14	48.20



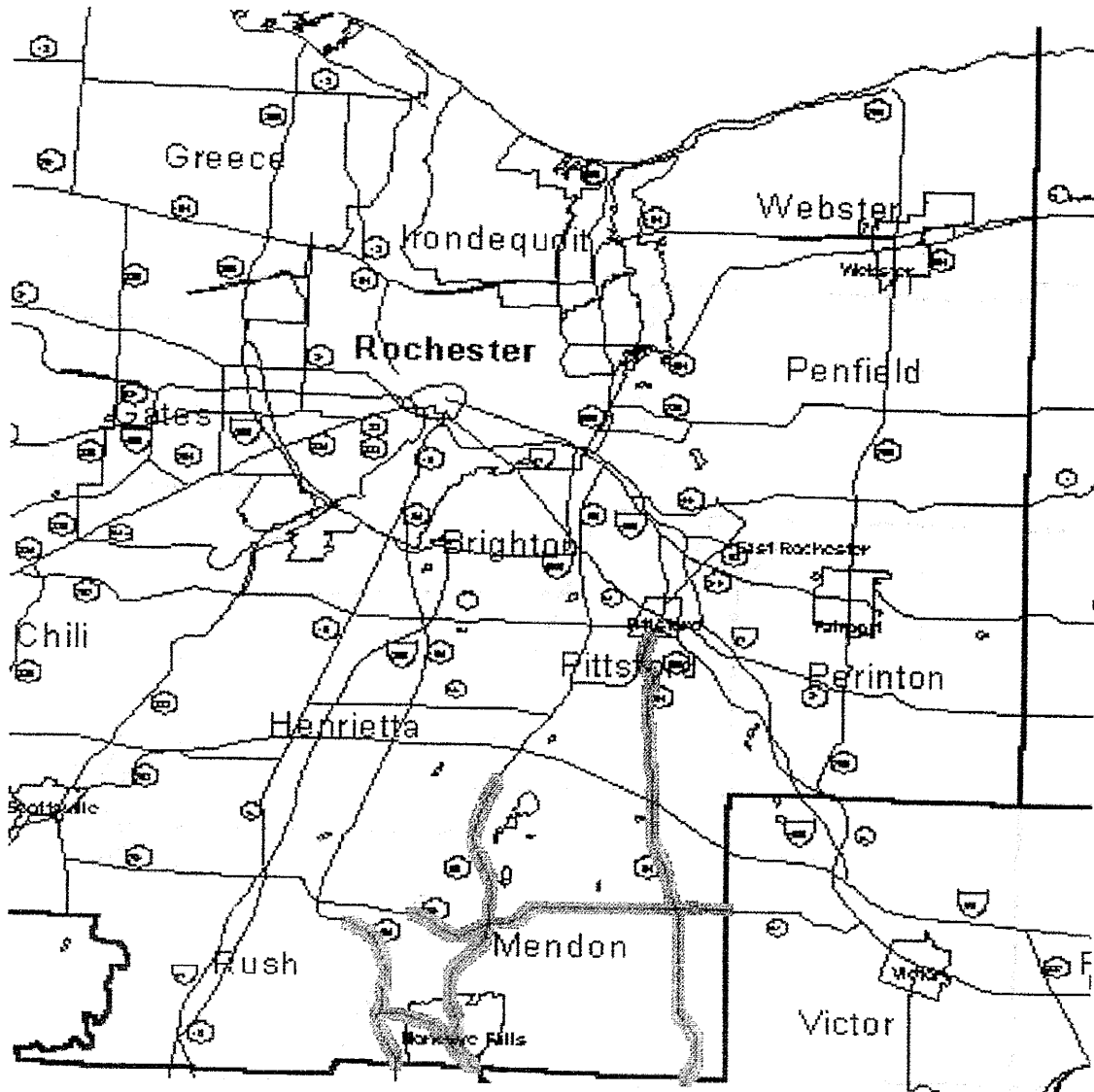
SNOW & ICE
 CONTROL
 PLOWING
 ONLY

SIGNED _____
 REGIONAL DIRECTOR
 OF OPERATIONS
 SIGNED _____
 FOR MUNICIPALITY



DATE

DATE



MAP SHOWING TOWN OF MENDON
 RESPONSIBILITY FOR SNOW AND ICE CONTROL ON
 STATE HIGHWAYS FOR SEASON OF 2024/2025

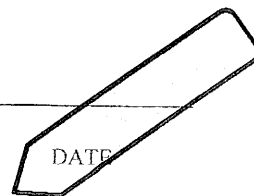
MILES - CONTRACT

C.L.	LANE
24.14	48.20



SNOW & ICE
 CONTROL
 PLOWING
 ONLY

SIGNED _____
 REGIONAL DIRECTOR
 OF OPERATIONS
 SIGNED _____
 FOR MUNICIPALITY



DATE

DATE



Highway Clerk - Denise Zimmermann <highwayclerk@townofmendon.org>

S&I Supplementals & Extension // Time & Materials agreement

Hill, Jeremy R (DOT) <Jeremy.Hill@dot.ny.gov>

Tue, Nov 5, 2024 at 9:40 AM

To: Andy Caschetta <mendonhighway@townofmendon.org>, Highway Clerk - Denise Zimmermann <highwayclerk@townofmendon.org>

Cc: "McCusker, Daniel J (DOT)" <Daniel.McCusker@dot.ny.gov>

Good morning,

Please work on and return the following:

- Two originals supplemental agreements for the 24/25 seasons, signed and notarized.
- Two original 5-year extensions(which include a 2024/25 adjustment worksheet) signed and notarized **along with a new signed map.**
- Two signed and sealed resolutions for each supplemental agreement and the 5-year extension.

JEREMY R. HILL

Maintenance Supervisor III | Operations Region 4

New York State Department of Transportation
1530 Jefferson Road, Rochester, NY 14623
585-272-3394 | Jeremy.hill@dot.ny.gov
English / Spanish

John,

Please add to the
nov 18th Board agenda
and sign and notarize
all copies.

3 attachments

 D014749 - TOWN OF MENDON.pdf
140K

 Mendon Town of 24 25.pdf
126K

 Mendon.docm
152K

Michelle,

Please see highlighted
Section above.

Thanks!

Denise



Gatti Plumbing, Inc.
 441 Elmgrove Road
 Rochester, NY 14606
 (585) 426-5068
 gattiplumbing.com

Proposal

Date	Proposal #
11/7/2024	15421
Terms	WO #
Net 30	09281
Customer Contact	
729-1514	
Job Location	
16 W. Main St.	

To:
 Town of Mendon
 16 West Main Street
 Honeoye Falls, NY 14472

Description	Proposed Amount
Price to:	
-Customer to advise employees that the use of any drains will be interrupted for several hours -Cut and remove the 4" hung cast iron sewer drain in the basement cutting off several 3" and 2" copper connection-s for the upper level drains -Dispose of the old pipe offsite -Cap the 4" opening and attach to the 3" copper branch to replace all of the 4" cast iron pipe with new schedule 40 pvc pipe and fittings -We will try to reuse the existing rod to support the new drain adjusting in height and replacing the 4" clevis hangers with 3" ones -Once done we will run water in the building from all fixtures to ensure there are no leaks -Remove any debris from the jobsite and dispose of offsite -Job to be performed during standard working hours	
Cost for above	3,875.00
We will secure any necessary permits, permit fees to be paid by customer.	0.00
CC/emc	0.00
All pricing is valid for 30 days from the date of the proposal	
All labor and material supplied by Gatti is guaranteed against faulty workmanship. We are not responsible for any manufacturer defective material or damages caused thereof. Any alteration or deviation from above specifications involving additional costs will be executed upon approval and will become an extra charge over and above the estimate. All agreements contingent upon weather delays, strikes, accidents or delays beyond our control.	
Subtotal	\$3,875.00
Tax (8.0%)	\$0.00
Total	\$3,875.00

ACCEPTANCE OF PROPOSAL - SIGNATURE _____

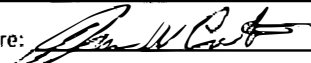
DATE _____

**Add-En-On Boarding Kennels
112 Pond Road
Honeoye Falls, NY 14472**

The following proposal is an agreement between the Town of Mendon and Add-En-On Boarding Kennels to provide leased space for stray dogs to the Town of Mendon.

1. This agreement will be for one year ending December 31, 2025. The agreement may be terminated by either party at any time after giving one month's notice.
2. Add-En-On Boarding Kennels will provide shelter for stray dogs picked up by the Mendon Dog Control. A Dog control officer must be present for all admissions. The number of dogs sheltered at one time will not exceed nine without the specific approval of the Kennel Director.
3. Dogs placed in the shelter will be provided shelter, food, water, and limited exercise on a scheduled basis.
 - a. Dogs will be held for the five days required by the Department of Agriculture & Markets unless claimed by their owners within a shorter time. Any exception will be made at the discretion of the town.
4. All communication with the public will be handled by Mendon Dog Control. This will include initial lost dog inquiries, injured dog inquiries, and adoption. The kennel will only release dogs to owners or adopters on direct instructions from the Dog Control Officer. Proper paperwork from the Town of Mendon must be presented for Add-En-On Boarding Kennels staff to release a dog being held. Additionally, a Dog Control Officer will be physically present at Add-En-On Boarding Kennels to properly admit seized dogs. No admissions will occur via telephone consent.
5. The Town of Mendon will be billed by Add-En-On Boarding Kennels for services rendered every month. Billing is to be sent to the attention of the Town Clerk.
6. All adoptable dogs, not claimed, are to be taken to the Humane Society at Lollypop Farm by the Dog Control Officer after the five-day holding period. Adoptable shall be defined as follows: a) in good health b) dog must be of acceptable behavior.
7. On occasion, a member of the staff of Add-En-On Boarding Kennels might wish to adopt an unclaimed, adoptable dog. Providing that the laws of New York are obeyed, especially concerning the required holding time, rabies vaccination, and licensing, this will be allowed. Also, the staff member will not be asked to reimburse the Town for any accrued charges such as boarding fees. It is evident that in many cases this will be a cost savings for the Town since in each case travel to Lollypop will not be necessary.
8. The Town Clerk, Michelle Booth, will be the official contact person if there are any questions or problems concerning a dog being held.
9. Add-En-On Boarding Kennels will charge the Town of Mendon **\$28 per day** for each dog boarded.

Print Name: BRUCE COATES

Signature: 

Add-En-On Boarding Kennel

John D. Moffitt

Date: 11-11-2024

Supervisor, Town of Mendon

By Legislators Maffucci, Blankley and Smith

Intro. No. 287

RESOLUTION NO. 232 OF 2024

AUTHORIZING APPROPRIATION TRANSFERS, INTERMUNICIPAL AGREEMENTS, AND GRANT CONTRACTS PURSUANT TO AMERICAN RESCUE PLAN ACT (ARPA)

BE IT RESOLVED BY THE LEGISLATURE OF THE COUNTY OF MONROE, as follows:

Section 1. The Controller is hereby authorized to make appropriation transfers totaling \$25,405,478 as follows:

- a. From:
 - i. Monroe County Legislature, general fund 9301, funds center 1001030000, Local Recovery Fund, in the amount of \$11,297,224;
 - ii. Department of Finance, general fund 9301, funds center 1403930101, ARPA Economic Development, in the amount of \$4,000,000;
 - iii. Department of Human Services, general fund 9301, funds center 5103110000, Child Care Block Grant, in the amount of \$1,600,000;
 - iv. Department of Public Health, general fund 9001, funds center 5801090100, Pandemic Response, in the amount of \$8,508,254;
- b. To:
 - i. Department of Finance, general fund 9301, funds center 1403930102, ARPA General Government, in the amount of \$2,354,580;
 - ii. Department of Finance, general fund 9301, funds center 1403930104, ARPA Health & Welfare, in the amount of \$15,760,914;
 - iii. Monroe County Library System, general fund 9301, funds center 8904010000 MCLS Programs, in the amount of \$3,165,984;
 - iv. Monroe Community Hospital, general fund 9301, funds center 6201010000, MCH Administration, in the amount of \$4,124,000.

Section 2. The County Executive, or his designee, is hereby authorized to execute an interagency agreement with the Monroe County Library System to provide Digital Equity and Inclusion programming in an amount not to exceed \$3,165,984 for a term to commence on or after August 15, 2024 and terminate on or before December 31, 2026.

Section 3. The County Executive, or his designee, is hereby authorized to execute a grant agreement, and any amendments thereto, with Finger Lakes Performing Provider System to provide a Housing Search Navigator and After Care Program in an amount not to exceed \$1,171,544 for a term to commence on or after August 15, 2024 and terminate on or before December 31, 2026.

Section 4. The County Executive, or his designee, is hereby authorized to execute grant agreements, and any amendments thereto, with Coordinated Care Services Inc. and Ibero American Action League, Inc. to provide a Landlord Incentive Program in a total aggregate amount not to exceed \$1,999,637 for a term to commence on or after August 15, 2024 and terminate on or before December 31, 2026.

Section 5. The County Executive, or his designee, is hereby authorized to execute a grant agreement, and any amendments thereto, with Coordinated Care Services Inc. to provide a Landlord Tenant Mediation Program in an amount not to exceed \$536,300 for a term to commence on or after August 15, 2024 and terminate on or before December 31, 2026.

Section 6. The County Executive, or his designee, is hereby authorized to execute an intermunicipal agreement, and any amendments thereto, with the City of Rochester for the First Genesis single-family homes project in an amount not to exceed \$1,000,000 for a term to commence on or after August 15, 2024 and terminate on or before December 31, 2026.

Section 7. The County Executive, or his designee, is hereby authorized to execute intermunicipal agreements, and any amendments thereto, with the towns in Monroe County to provide youth and senior congregate programming and purchase related equipment in an aggregate amount not to exceed \$6,000,000 for terms to commence on or after August 15, 2024 and terminate on or before December 31, 2026.

Section 8. Section 1 of Resolution 336 of 2022 is hereby amended to read as follows:

The County Executive, or his designee, is hereby authorized to execute a contract and any amendments thereto with Finger Lakes Performing Provider System ("FLPPS") in an amount not to exceed ~~\$5,000,000~~ \$6,000,000 pursuant to the American Rescue Plan Act ("ARPA") for a Complex Care Program for a term to commence on or after November 1, 2022 and terminate on or before December 31, 2026.

Section 9. The County Executive is hereby authorized to create three (3) Lead Clinical Instructor-Nursing positions (Group 16) at Monroe Community Hospital.

Section 10. Section 1 of Resolution 313 of 2023 is hereby amended to read as follows:

The County Executive, or his designee, is hereby authorized to execute a contract, and any amendments thereto, with EFPR Group, CPAs, PLLC, for professional auditing services specific to the American Rescue Plan Act of 2021 in an amount not to exceed ~~\$120,000~~ \$220,000, with such services to include monthly reporting to be provided by EFPR concerning its findings, with such reporting to be provided to the County Legislature, for the period October 15, 2023 through December 31, 2026.

Section 11. Funding for these services and grant contracts will be available in the Departments of Finance, Public Health, Monroe Community Hospital, and the Monroe County Library System once the appropriation transfers are authorized.

Section 12. The County Executive is hereby authorized to appropriate any subsequent years of these funds, any returned contractor funds, or any deferred revenue, in accordance with the grant terms, to appropriate any unencumbered balances during the grant period according to the grantor requirements, and to make any necessary funding modifications within the grant guidelines to meet contractual commitments.

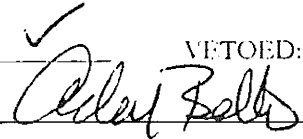
Section 13. Should funding of these programs be modified or terminated for any reason, the County Executive is hereby authorized to terminate or modify the program(s) and where applicable, to terminate or abolish some or all positions funded under such program(s). Any termination or abolishment of positions shall be in accordance with New York State Civil Service Law, and when applicable, the terms of any labor agreement affecting such positions.

Section 14. This resolution shall take effect in accordance with Section C2-7 of the Monroe County Charter.

Intergovernmental Relations Committee; July 29, 2024 - CV: 5-0
Ways and Means Committee; July 30, 2024 - CV: 10-2
File No. 24-0260

ADOPTION: Date: August 13, 2024 Vote: 29-0

ACTION BY THE COUNTY EXECUTIVE

APPROVED: ✓ VETOED: _____
SIGNATURE:  DATE: 8/16/2024
EFFECTIVE DATE OF RESOLUTION: 8/16/2024