

TOWN OF MENDON
Town Board Agenda – Tentative
Monday, December 8, 2025 – 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 Report
7. Town Clerk's Monthly Report
8. Minutes
9. Budget Adjustments
10. Abstract of Audited Vouchers
11. Public Hearing – Stoney Lonesome Road Closure
12. Tax Receiver's 2026 Bond – Approval
13. 2025 NYS Annual Financial Report – Laura L. Landers, LLC Agreement
14. NYS Snow & Ice Agreement – Amendment
15. 2026 284 Agreement – Approval
16. 2026 Organizational Meeting
17. Short Term Rental – Renewal – Establish Public Hearing
18. New York Planning Federation Annual Conference Registration
19. Declaration of Surplus
20. Public Comment
21. Adjournment

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**TENTATIVE LIST OF POSSIBLE RESOLUTIONS TO BE CONSIDERED AT THE:
December 8, 2025, Regular Meeting**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. AGENDA

(Resolution 25-___)

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

4. PUBLIC COMMENT

5. COMMUNICATIONS

Town Clerk

Highway Superintendent

Town Attorney

Town Engineer

Town Board

Supervisor

6. SUPERVISOR'S MONTHLY REPORT

(Resolution 25-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to acknowledge receipt of the Supervisor's Monthly Report for October 2025.

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

7. TOWN CLERK'S MONTHLY REPORT

(Resolution 25-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to acknowledge receipt of the Town Clerk's Monthly Report for November 2025, showing receipts and disbursements in the amount of \$13,985.30.

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

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8. MINUTES**(Resolution 25-___)**

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve the minutes of the regular meeting held on November 10, 2025, as presented/amended.

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

9. BUDGET ADJUSTMENT**(Resolution 25-___)**

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

adjustment: From: A1220.1	Supervisors- Personal Svs.	\$200.00
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To: A1220.4	Supervisors Travel, Dues	\$200.00
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Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Merzke, Aye/Nay; Ms. Roberts, Aye/Nay; Mr. Rosiek, Aye/Nay; Mr. Moffitt, Aye/Nay.

10. VOUCHERS**General Abstract A****(Resolution 25-___)**

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve all claims on vouchers numbered 25-589 to 25-601, on General Abstract 25-12A, in the amount of \$29,740.72.

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

General Abstract B**(Resolution 25-___)**

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve all claims on vouchers numbered 25-602 to 25-649, on General Abstract 25-12B, in the amount of \$55,648.11.

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

Highway Abstract**(Resolution 25-___)**

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve all claims on vouchers numbered 25-356 to 25-380, on Highway Abstract 25-12, in the amount of \$409,624.36.

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

Library Abstract A

Library vouchers numbered 25-188 to 25-195, on Library Abstract 25-12A, in the amount of \$1,543.08, were presented to the Town Board for payment.

Library Abstract B

Library vouchers numbered 25-196 to 25-207, on Library Abstract 25-12B, in the amount of \$19,646.46, were presented to the Town Board for payment.

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11. PUBLIC HEARING – STONEY LONESOME ROAD CLOSURE

Supervisor Moffitt continued the open public hearing at ____PM.

The public hearing was held to consider the Stoney Lonesome Road closure.

Public Comment

(Resolution 25-____)

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

12. TAX RECEIVER’S 2026 BOND – APPROVAL

(Resolution 25-____)

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

BE IT RESOLVED, by the Board of the Town of Mendon as follows:

Section 1. The Town Board hereby approves the surety, form and amount of the official undertaking for the faithful performance of the duties of the Town Clerk and Receiver of Taxes and Assessments, as follows:

Type of undertaking: Public Employee Dishonesty

Insurance Company: NYMIR

Policy Number: MPKTMEND000000126

01/01/26 – 01/01/27

Amount: \$500,000.00 excess limits on Town Clerk & Tax Receiver

Section 2. A true copy of this resolution shall be affixed to the undertaking to indicate this Board’s approval thereon in accordance with Town Law §25.

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

13. 2025 NYS ANNUAL FINANCIAL REPORT – LAURA L. LANDERS, LLC AGREEMENT

(Resolution 25-____)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to enter into an agreement with Laura L. Landers, LLC to consult with and prepare the New York State Annual Financial Report Document (AFR) for the year ending December 31, 2025, at a cost not to exceed \$3,000.00, to be paid from account A1310.4.

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

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14. NYS SNOW & ICE AGREEMENT – AMENDMENT

(Resolution 25-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to amend the municipal snow & ice agreement with the NYS Department of Transportation for the 2025-2026 season, according to the Supplemental Agreement submitted to the Board on this date.

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

15. 2026 284 AGREEMENT – APPROVAL

(Resolution 25-___)

A motion was made by Mr/s _____, seconded by Mr/s _____, to enter into an agreement with the Highway Superintendent as follows:

Pursuant to the provisions of Section 284 of the Highway Law, we agree that moneys levied and collected in the Town for the repair and improvement of highways, shall be expended as follows:

1. GENERAL REPAIRS. The sum of \$290,463.35 for materials shall be set aside to be expended for primary work and general repairs upon 4.97 miles of Town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewals thereof.
2. PERMANENT IMPROVEMENTS. The following sums shall be set aside to be expended for the permanent improvement of Town Highways:
 - (a) On Portofino Circle commencing at St Rt 65 and leading to cul-de-sac, a distance of 0.54 miles. There shall be expended not over the sum of \$36,250.44 for materials.
Type: Crack fill/Stone & Oil/Micro pave, Width of traveled surface: 20'
 - (b) On Sycamore Ridge commencing at St Rt 65 and leading to cul-de-sac, a distance of 0.48 miles. There shall be expended not over the sum of \$29,094.84 for materials.
Type: Crack fill/Stone & Oil/Micro pave, Width of traveled surface: 20'
 - (c) On Hedgerow Circle commencing at Sycamore Ridge and leading to cul-de-sac, a distance of .13 miles. There shall be expended not over the sum of \$7,720.47 for materials.
Type: Crack fill/Stone & Oil/Micro pave, Width of traveled surface: 20'
 - (d) On Windham Hill commencing at Mile Square Road and leading to cul-de-sac, a distance of 0.43 miles. There shall be expended not over the sum of \$14,916.35 for materials.
Type: Crack fill/Stone & Oil/Fog seal, Width of traveled surface: 20'
 - (e) On Windham Circle commencing at Windham Hill to cul-de-sac, a distance of 0.17 miles. There shall be expended not over the sum of \$6,163.10 for materials.
Type: Crack fill/Stone & Oil/Fog seal, Width of traveled surface: 20'
 - (f) On Bridlewood Trail commencing at Pittsford Mendon Center Road to cul-de-sac, a distance of 0.32 miles. There shall be expended not over the sum of \$23,402.91 for materials.
Type: Wedge/Crack fill/Stone & Oil/Micro pave, Width of traveled surface: 18'

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(g) On Parkview Manor Circle commencing at Pond Road to cul-de-sac, a distance of 0.53 miles. There shall be expended not over the sum of \$33,963.40 for materials.

Type: Crack fill/Stone & Oil/Micro pave, Width of traveled surface: 20'

(h) On Mill Road commencing at St Rt 64 to tum-a-round, a distance of 0.22 miles. There shall be expended not over the sum of \$6,325.00 for materials.

Type: Stone & Oil/Fog seal, Width of traveled surface: 21'

(i) On Drumlin View Drive commencing at Mile Square Road to Hopper Hills Way, a distance of 0.75 miles. There shall be expended not over the sum of \$30,411.00 for materials.

Type: Crack fill/Micro pave, Width of traveled surface: 20'

(j) On Hopper Hills Way commencing at St Rt 251 to cul-de-sac, a distance of 0.45 miles. There shall be expended not over the sum of \$18,455.00 for materials.

Type: Crack fill/Micro pave, Width of traveled surface: 20'

(k) On Churchside Run commencing at Drumlin View Drive to cul-de-sac, a distance of 0.14 miles. There shall be expended not over the sum of \$4,950.00 for materials.

Type: Crack fill/Micro pave, Width of traveled surface: 20'

(l) On Barben Circle commencing at Hopper Hills Way to cul-de-sac, a distance of 0.2 miles. There shall be expended not over the sum of \$7,550.00 for materials.

Type: Crack fill/Micro pave, Width of traveled surface: 20'

(m) On Plains Road commencing at Honeoye Creek Bridge to St Rt 251, a distance of 0.5 miles. There shall be expended not over the sum of \$66,660.84 for materials.

Type: Mill & Pave, Width of traveled surface: 23'

(n) On Dalton Road commencing at Honeoye Falls 6 Rd to County line, a distance of 0.11 miles. There shall be expended not over the sum of \$4,600.00 for materials.

Type: Stone & Oil/Fog seal, Width of traveled surface: 20'

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

16. 2026 ORGANIZATIONAL MEETING

(Resolution 25-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to hold the 2026 Organizational Meeting of the Town of Mendon 7:00PM, Monday, January 5, 2026, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY.

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

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17. SHORT TERM RENTAL – RENEWAL – ESTABLISH PUBLIC HEARING

(Resolution 25-___)

A motion was made by Mr/s._____, seconded by Mr/s._____, to hold a public hearing 7:00PM, or as soon thereafter as said hearing can be convened, Monday, December 29, 2025, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY, pursuant to Section 208-12.D of the Mendon Town Code, for the purpose of considering the renewal of the Short Term Rental at 3880 Rush Mendon Road.

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

18. NEW YORK PLANNING FEDERATION ANNUAL CONFERENCE REGISTRATION

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to authorize the attendance of the following individuals at the New York Planning Federation Annual Conference, April 19-21, 2026 in Cooperstown, New York:

- Brooke Buckland, Secretary to Planning & Zoning
- Corey Gates, Code Enforcement Officer
- Danielle Liberatore, Planning Board Member
- Chris Mahood, Zoning Board Chairperson

The registration fee is \$300.00 per person, and will be paid from account B8020.4. Food, transportation and lodging costs are separate and will be requested to be approved at a later date.

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

19. DECLARATION OF SURPLUS

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to declare the following surplus, and authorize its disposition at RTI Auctions – Roy Teitsworth Inc.:

- Old Highway Mitel HX 50006791 Controllor Assembly Phone system and Mitel phones
- 2016 Ford F-250 (Truck #7)

Further, these items from the basement of 15 Monroe Street:

- Old and non-functional water heaters (2)
- Old and non-functional ceiling light fixtures (3)
- Miscellaneous expired paint cans

Finally, these items from the Town Hall:

- Old and non-functional Metal Desks (2)
- Old and non-functional Wooden Desks (2)
- Damaged file cabinet (1)

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

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20. PUBLIC COMMENT

21. ADJOURNMENT

(Resolution 25-____)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adjourn the meeting at _____PM.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Merzke, 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: 11/7/2025

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 October, 2025:

		Supervisor					
		Balance 9/30/2025	Increases	Decreases	Balance 10/31/2025		
A GENERAL FUND - TOWNWIDE							
A200	GENERAL CHECKING	43,778.51	53,042.70	89,785.80	7,035.41		
A201	CHECKING - M&T - A	64,804.82	1,620.26	107,089.96	(40,664.88)		
A202	NYCLASS - A	830,137.01	2,769.97	0.00	832,906.98		
A204	CNB - A	866,358.78	5,458.73	0.00	871,817.51		
A210	PETTY CASH	350.00	0.00	0.00	350.00		
	TOTAL	1,805,429.12	62,891.66	196,875.76	1,671,445.02		
B TOWN OUTSIDE VILLAGE							
B200	GENERAL CHECKING	0.00	26,336.04	26,336.04	0.00		
B201	CHECKING - M&T - B	583,496.69	9,868.10	41,272.13	552,092.66		
B202	NYCLASS - B	1,412,452.90	4,713.06	0.00	1,417,165.96		
	TOTAL	1,995,949.59	40,917.20	67,608.17	1,969,258.62		
DA HIGHWAY TOWNWIDE							
DA200	GENERAL CHECKING	0.00	10,045.66	10,045.66	0.00		
DA201	CHECKING - M&T - DA	(115,179.60)	47,345.14	30,216.75	(98,051.21)		
DA202	NYCLASS - DA	490,688.60	1,637.35	0.00	492,325.95		
DA204	CNB - DA	366,718.89	1,443.08	0.00	368,161.97		
	TOTAL	742,227.89	60,471.23	40,262.41	762,436.71		
DB HIGHWAY OUTSIDE VILLAGE							
DB200	GENERAL CHECKING	0.00	30,762.00	30,762.00	0.00		
DB201	CHECKING - M&T - DB	839,765.57	372,111.02	70,418.53	1,141,458.06		
DB202	NYCLASS - DB	536,456.38	1,141.74	336,021.00	201,577.12		
DB204	CNB - DB	625,802.21	2,133.63	0.00	627,935.84		
	TOTAL	2,002,024.16	406,148.39	437,201.53	1,970,971.02		
H CAPITAL PROJECTS							
		0.00	0.00	0.00	0.00		
	TOTAL	0.00	0.00	0.00	0.00		
L LIBRARY							
L200	GENERAL CHECKING	0.00	12,832.31	12,832.31	0.00		
L201	CHECKING - M&T - L	41,988.60	3,056.07	34,464.78	10,579.89		
L202	NYCLASS - L	15,899.64	53.05	0.00	15,952.69		
L204	CNB - L	156,118.22	1,054.08	0.00	157,172.30		
L210	PETTY CASH	50.00	0.00	0.00	50.00		
	TOTAL	214,056.46	16,995.51	47,297.09	183,754.88		

		Balance			Balance
		9/30/2025	Increases	Decreases	10/31/2025
SF FIRE DISTRICTS					
SF201	CHECKING - M&T - SF	1.97	0.00	0.00	1.97
	TOTAL	1.97	0.00	0.00	1.97
SL LIGHTING DISTRICTS					
SL201	CHECKING - M&T - SL	23,421.25	35.59	3,529.54	19,927.30
	TOTAL	23,421.25	35.59	3,529.54	19,927.30
SW WATER DISTRICTS					
SW201	CHECKING - M&T - SW	64,540.62	98.07	0.00	64,638.69
	TOTAL	64,540.62	98.07	0.00	64,638.69
TA TRUST & AGENCY					
TA200	AGENCY CHECKING	17,705.03	148,935.15	151,435.52	15,204.66
TA204	CNB - AGENCY	19,612.58	0.83	0.00	19,613.41
	TOTAL	37,317.61	148,935.98	151,435.52	34,818.07
V DEBT SERVICE					
		0.00	0.00	0.00	0.00
	TOTAL	0.00	0.00	0.00	0.00
TOTAL ALL FUNDS		6,884,968.67	736,493.63	944,210.02	6,677,252.28

TOWN CLERK'S MONTHLY REPORT

TOWN OF MENDON, NEW YORK

NOVEMBER, 2025

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>16</u>	DECALS	<u>64.54</u>	
	<u>3</u>	MARRIAGE TRANSCRIPT	<u>30.00</u>	
		TOTAL TOWN CLERK FEES		94.54
A1910.	<u>1</u>	INSURANCE REIMBURSEMENT	<u>266.00</u>	
		TOTAL A1910.		266.00
A2408	<u>6</u>	COMMUNITY CENTER USAGE	<u>990.00</u>	
		TOTAL A2408		990.00
A2544	<u>27</u>	DOG LICENSES	<u>163.00</u>	
		TOTAL A2544		163.00
A2770	<u>1</u>	DONATION	<u>130.00</u>	
		TOTAL A2770		130.00
A690	<u>2</u>	JUSTICE COURT FUND	<u>819.00</u>	
		TOTAL A690		819.00
B2555	<u>8</u>	BUILDING PERMIT	<u>2,475.20</u>	
		TOTAL B2555		2,475.20
B2590	<u>2</u>	BURN PERMIT	<u>50.00</u>	
		TOTAL B2590		50.00
B2771	<u>1</u>	CIVIL WAR VETS MENDON HF	<u>15.00</u>	
		TOTAL B2771		15.00
B688	<u>1</u>	ENGINEERING FEE	<u>717.00</u>	
		TOTAL B688		717.00
DA2306	<u>1</u>	MFD FUEL USAGE	<u>414.20</u>	
		TOTAL DA2306		414.20
T20	<u>5</u>	MEDICAL/DENTAL	<u>2,208.90</u>	
		TOTAL T20		2,208.90

TOWN CLERK'S MONTHLY REPORT

NOVEMBER, 2025

page 2

T670.1				
	<u>3</u>	RECREATION FEE	<u>4,500.00</u>	
		TOTAL T670.1		4,500.00

TOWN CLERK'S MONTHLY REPORT

NOVEMBER, 2025

page 3

DISBURSEMENTS

PAID TO SUPERVISOR FOR GENERAL FUND	<u>2,462.54</u>
PAID TO SUPERVISOR FOR PART TOWN FUND	<u>3,257.20</u>
PAID TO SUPERVISOR FOR FUEL	<u>414.20</u>
PAID TO SUPERVISOR FOR CONSTRUCTION FEES	<u>6,708.90</u>
PAID TO NYS DEC FOR DECALS	<u>1,107.46</u>
PAID TO NYS ANIMAL POPULATION CONTROL FUND	<u>35.00</u>
TOTAL DISBURSEMENTS	<u>13,985.30</u>

DECEMBER 5, 2025

_____, 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 11/01/25 through 11/30/25

Total: \$13,985.30

Deposited:

Date	Name	Description	DEC	DL	ML	GCL	Other
11/03/25	MCAHON, JOYCE A	0000154/FS RENEWAL 0008373		6.00			
11/03/25	REID PETROLEUM CORP.	BUILDING PERMIT 9340- 1391 PITS MND RD-					50.00
11/03/25	DECALS	DECALS DAILY TOTAL	42.00				
11/03/25	STATE OF NEW YORK	DONATION UNCLAIMED FUNDS					130.00
11/04/25	VALIUKAS, SUSAN	0000471/FS RENEWAL 0008374		6.00			
11/04/25	DONE, BARBARA A	0000659/FS RENEWAL 0008376		6.00			
11/04/25	EILINGER, SUE C	0000660/MN RENEWAL 0008375		6.00			
11/04/25	MCINTYRE, DALE AND PAULA	COMMUNITY CENTER USAGE 12/13/25- 9A-6P D					100.00
11/04/25	MCINTYRE, DALE AND PAULA	COMMUNITY CENTER USAGE 12/13/25- 9A-6P-					270.00
11/04/25	DECALS	DECALS DAILY TOTAL	15.00				
11/05/25	REINKE, CHUCK	0000575/FS RENEWAL 0008380		6.00			
11/05/25	REINKE, CHUCK	0000576/MN RENEWAL 0008381		6.00			
11/05/25	SARELIUS, INGRID	0000657/MU RENEWAL 0008377		15.00			
11/05/25	HELLES, KAREN & MIKE	0000986/FS RENEWAL 0008379		6.00			
11/05/25	SARELIUS, INGRID	0001063/MU RENEWAL 0008378		15.00			
11/05/25	HARTSTEIN, MIKE	BUILDING PERMIT 9341- 19 COUNTRY MDW- EV					40.00
11/05/25	WALSH, CAROL	COMMUNITY CENTER USAGE 11/8/25 - 1P-5P -					120.00
11/05/25	DECALS	DECALS DAILY TOTAL	52.00				
11/05/25	LONOBILE, PAUL	MEDICAL/DENTAL 2025 Q4 DENTAL					100.50
11/05/25	SHERMAN, ROBERT	MEDICAL/DENTAL NOV 2025 DENTAL					78.17
11/06/25	GURNETT, KIM	0001069/MN RENEWAL 0008382		6.00			
11/06/25	GURNETT, KIM	0001070/MN RENEWAL 0008383		6.00			
11/06/25	ZAMIARA, MIKE & AUBREY	0001169/MN RENEWAL 0008384		6.00			
11/06/25	DECALS	DECALS DAILY TOTAL	25.00				
11/06/25	SMITH, SCOTT	MARRIAGE TRANSCRIPT REPLACE ORIGINAL					10.00
11/07/25	ROETHEL, STEVE	BURN PERMIT 901 CHEESE FACTORY					25.00
11/07/25	DECALS	DECALS DAILY TOTAL	45.00				
11/10/25	DECALS	DECALS DAILY TOTAL	216.00				
11/12/25	MENDON GOLF CLUB	BURN PERMIT 226 MND IONIA-ASH & PINE 10X					25.00
11/12/25	DECALS	DECALS DAILY TOTAL	94.00				
11/12/25	LOOPE, GARY	MEDICAL/DENTAL NOV 2025 DENTAL					78.14
11/12/25	VOORHEES, TOM AND TAMMY	MEDICAL/DENTAL NOV 2025 DENTAL					78.17
11/13/25	LONZ, MADDIE	COMMUNITY CENTER USAGE SCHOOL HOCKEY					50.00
11/13/25	DECALS	DECALS DAILY TOTAL	126.00				
11/13/25	ORBAN, ERIC	ENGINEERING FEE 3 LOT SUB & SITE PLAN					717.00
11/13/25	ORBAN, ERIC	RECREATION FEE 3 LOT SUB & SITE PLAN					4,500.00
11/14/25	HILLS, JUSTIN	0001248/FU ORIGINAL		15.00			
11/14/25	SCHUELER, MIKE	BUILDING PERMIT 9342- 546 MNDN IONIA- ST					50.00
11/14/25	BARBER, STEVEN	BUILDING PERMIT 9343- 300 TAYLOR- RF MNT					75.00
11/14/25	DECALS	DECALS DAILY TOTAL	283.00				
11/17/25	CAMPANELLI, MANUELA	0000143/FS RENEWAL 0008386		6.00			
11/17/25	WEST, TRACY & MIKE	0000831/FS RENEWAL 0008385		6.00			
11/17/25	BIANCHI, JENNIFER	0001067/FS RENEWAL 0008387		6.00			
11/17/25	BUCKLAND, BROOKE	0001249/FS ORIGINAL		6.00			
11/17/25		CIVIL WAR VETS MENDON HF BOOK PURCHASE					15.00
11/17/25	WRIGHT, SARAH	COMMUNITY CENTER USAGE 12/6 - 6 HOUR USA					180.00
11/17/25	DECALS	DECALS DAILY TOTAL	10.00				
11/17/25	MAXON, STEPHEN	JUSTICE COURT FUND OCTOBER 2025					250.00

Date	Name	Description	DEC	DL	ML	GCL	Other
11/18/25	STEED, VIRGINIA & GARY	0001079/FS RENEWAL 0008388		6.00			
11/18/25	STEED, VIRGINIA & GARY	0001080/FS RENEWAL 0008389		6.00			
11/18/25	DECALS	DECALS DAILY TOTAL	20.00				
11/18/25	AIKENS, DAVID	MARRIAGE TRANSCRIPT REPLACE ORIGINAL					10.00
11/19/25	GARDNER, LAFAVE FAMILY	0001081/MU RENEWAL 0008390		15.00			
11/19/25	ROSIEK, BRENT	0001250/FS ORIGINAL		6.00			
11/19/25	RASMUSSEN	BUILDING PERMIT 9344- 4815 CLOVER- POLE					50.00
11/19/25	DECALS	DECALS DAILY TOTAL	72.00				
11/19/25	EASTERN SHORE	INSURANCE REIMBURSEMENT REFUND- DEL					266.00
11/20/25	STOTT, HILLARY	0001074/FS RENEWAL 0008391		6.00			
11/21/25	CROMWELL, MATTHEW & ALICIA	0001062/FS RENEWAL 0008393		6.00			
11/21/25	CORNELIUS, CHARLES	0001077/MN RENEWAL 0008392		6.00			
11/21/25	DECALS	DECALS DAILY TOTAL	10.00				
11/24/25	DECALS	DECALS DAILY TOTAL	10.00				
11/24/25	CALLERAME, JAMES	MEDICAL/DENTAL 2026 DENTAL FULL PAYMENT					1,873.92
11/24/25	MENDON FIRE DISTRICT	MFD FUEL USAGE OCTOBER 2025					414.20
11/25/25	MASKELONY, LAUREN	0000922/FS RENEWAL 0008394		6.00			
11/25/25	DECALS	DECALS DAILY TOTAL	132.00				
11/25/25	BRIGGS, CARA	JUSTICE COURT FUND OCTOBER 2025					569.00
11/26/25	DUNSHIE, JEAN	0001251/MN ORIGINAL		6.00			
11/26/25	ANTONELLI	BUILDING PERMIT 9345- LOT19 MND GRN- SFD					1,059.00
11/26/25	ANTONELLI	BUILDING PERMIT 9346- LOT 14 MND GRN- SF					1,051.20
11/26/25	PORREY, JIM	BUILDING PERMIT 9347- 90 DRMLN VW DR- GE					100.00
11/26/25	YARTON, SEAN	COMMUNITY CENTER USAGE THANKSGIVING					270.00
11/26/25	DECALS	DECALS DAILY TOTAL	20.00				
11/26/25	MCHUGH/MOREY	MARRIAGE TRANSCRIPT FOR PASSPORT					10.00
11/29/25	ROSS, DOUGLAS	0001252/FS ORIGINAL		6.00			

Total:	\$13,985.30	1,172.00	198.00	0.00	0.00	12,615.30
Deposit Amount:	\$12,666.30					
Cash:	\$527.00					
Checks:	\$12,139.30					
Credit Card Amount:	\$1,319.00					

TOWN OF MENDON

Detail of Decals Transactions

For the period 11/01/2025 through 11/30/2025

12/01/2025
08:52:00

Date	Gross Sales	Commission	Net Sales
11/03/2025	42.00	2.31	39.69
11/04/2025	15.00	0.83	14.17
11/05/2025	52.00	2.87	49.13
11/06/2025	25.00	1.38	23.62
11/07/2025	45.00	2.48	42.52
11/10/2025	216.00	11.90	204.10
11/12/2025	94.00	5.18	88.82
11/13/2025	126.00	6.93	119.07
11/14/2025	283.00	15.57	267.43
11/17/2025	10.00	0.55	9.45
11/18/2025	20.00	1.10	18.90
11/19/2025	72.00	3.97	68.03
11/21/2025	10.00	0.55	9.45
11/24/2025	10.00	0.55	9.45
11/25/2025	132.00	7.26	124.74
11/26/2025	20.00	1.11	18.89
Grand Total:	1,172.00	64.54	1,107.46



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

**Department of
 Environmental
 Conservation**

Phone 1-800-962-5622

Invoice 2068-275661

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

Invoice Period: 11/01/2025 to 11/30/2025

Invoice Summary

Sales Summary	Items Sold	Sales Total	Print Fee	Vendor Commission	Sweep Amount
	504	\$1,172.00	\$0.00	\$64.54	\$1,107.46

Reversals / Voids Summary	Items Reversed / Voided	Reversal / Void Total	Print Fee	Vendor Commission	Sweep Amount
	0	\$0.00	\$0.00	\$0.00	\$0.00

Manual Adjustment Summary	Adjustment Note	Adjustment Type	Adjustment Amount

Invoice Totals	Sweep
	\$1,107.46

\$1,107.46 Will be swept from your bank account on **12/14/2025**

12/05/2025
12:39:52

TOWN OF MENDON

A1010 - A690 Transaction Report

For the period 11/01/2025 through 11/30/2025

Type	Date	Comment	Name	Quantity	Fee
A1255					
1.MT	11/18/2025	REPLACE ORIGINAL	AIKENS, DAVID	1	10.00
2.MT	11/26/2025	FOR PASSPORT	MCHUGH/MOREY	1	10.00
3.MT	11/06/2025	REPLACE ORIGINAL	SMITH, SCOTT	1	10.00
				3	30.00
A1910.					
4.INRE	11/19/2025	REFUND- DEL 2020 CHEV 2018 FOR	EASTERN SHORE	1	266.00
				1	266.00
A2408					
5.COMM	11/13/2025	SCHOOL HOCKEY DEPOSIT	LONZ, MADDIE	1	50.00
6.COMM	11/04/2025	12/13/25- 9A-6P DEPOSIT	MCINTYRE, DALE AND PAULA	1	100.00
7.COMM	11/04/2025	12/13/25- 9A-6P- USAGE	MCINTYRE, DALE AND PAULA	1	270.00
8.COMM	11/05/2025	11/8/25 - 1P-5P - USAGE	WALSH, CAROL	1	120.00
9.COMM	11/17/2025	12/6 - 6 HOUR USAGE	WRIGHT, SARAH	1	180.00
10.COMM	11/26/2025	THANKSGIVING DAY	YARTON, SEAN	1	270.00
				6	990.00
A2770					
11.DONA	11/03/2025	UNCLAIMED FUNDS	STATE OF NEW YORK	1	130.00
				1	130.00
A690					
12.JSTC	11/25/2025	OCTOBER 2025	BRIGGS, CARA	1	569.00
13.JSTC	11/17/2025	OCTOBER 2025	MAXON, STEPHEN	1	250.00
				2	819.00
			Total for A Fund:	13	2,235.00
			Total Sales	13	2,235.00

Month Reported: NOVEMBER, 2025

County: MONROE

Code: 26

TOWN OF MENDON

Code: 09

Prepared by: Michelle Booth, TOWN CLERK

Date Prepared: DECEMBER 5, 2025

Dog License Monthly Report

Original ID Dog Licenses sold	5
Original Purebred License sold	0
Dog License Renewals sold	22
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	23	\$5.00 ea	115.00	\$1.00 ea	23.00
Unspayed and Unneutered Dogs	4	\$12.00 ea	48.00	\$3.00 ea	12.00
Exempt - Seeing Eye, War, Police	0		No Fee		0.00
Purebred License (1-10 dogs) Spayed & Neutered	0	\$25.00 ea	0.00		0.00
Purebred License (1-10 dogs) Unspayed & Unneutered	0		0.00		0.00
Purebred License (11-25 dogs) Spayed & Neutered	0	\$50.00 ea	0.00		0.00
Purebred License (11-25 dogs) Unspayed & Unneutered	0		0.00		0.00
Purebred License (26+ dogs) Spayed & Neutered	0	\$75.00 ea	0.00		0.00
Purebred License (26+ dogs) Unspayed & Unneutered	0		0.00		0.00
Total licenses sold	27		163.00		35.00

REPLACEMENT AND PUREBRED TAG ORDERS

Replacement Tags	0	0.00
Purebred Tags	0	0.00
Total tags sold	0	0.00

DISBURSEMENTS

Paid to Supervisor	\$163.00
Paid to NYS Animal Population Control Program	\$35.00

TOWN OF MENDON

Detail of Dog License Transactions

For the period 11/01/2025 through 11/30/2025

12/05/2025
12:36:57

Id	Date	License Type	Owner	Local Fee	APCP Surcharge
Original I.D. Dog Licenses Issued:					
1	0001248	11/14/2025	FU HILLS, JUSTIN	12.00	3.00
2	0001249	11/17/2025	FS BUCKLAND, BROOKE	5.00	1.00
3	0001250	11/19/2025	FS ROSIEK, BRENT	5.00	1.00
4	0001251	11/26/2025	MN DUNSHIE, JEAN	5.00	1.00
5	0001252	11/29/2025	FS ROSS, DOUGLAS	5.00	1.00
				32.00	7.00
Renewal Licenses and New Owners Issued:					
1	0000154 0008373	11/03/2025	FS MCMAHON, JOYCE A	5.00	1.00
2	0000471 0008374	11/04/2025	FS VALIUKAS, SUSAN	5.00	1.00
3	0000660 0008375	11/04/2025	MN EILINGER, SUE C	5.00	1.00
4	0000659 0008376	11/04/2025	FS DONE, BARBARA A	5.00	1.00
5	0000657 0008377	11/05/2025	MU SARELIUS, INGRID	12.00	3.00
6	0001063 0008378	11/05/2025	MU SARELIUS, INGRID	12.00	3.00
7	0000986 0008379	11/05/2025	FS HELLES, KAREN & MIKE	5.00	1.00
8	0000575 0008380	11/05/2025	FS REINKE, CHUCK	5.00	1.00
9	0000576 0008381	11/05/2025	MN REINKE, CHUCK	5.00	1.00
10	0001069 0008382	11/06/2025	MN GURNETT, KIM	5.00	1.00
11	0001070 0008383	11/06/2025	MN GURNETT, KIM	5.00	1.00
12	0001169 0008384	11/06/2025	MN ZAMIARA, MIKE & AUBR	5.00	1.00
13	0000831 0008385	11/17/2025	FS WEST, TRACY & MIKE	5.00	1.00
14	0000143 0008386	11/17/2025	FS CAMPANELLI, MANUELA	5.00	1.00
15	0001067 0008387	11/17/2025	FS BIANCHI, JENNIFER	5.00	1.00
16	0001079 0008388	11/18/2025	FS STEED, VIRGINIA & GA	5.00	1.00
17	0001080 0008389	11/18/2025	FS STEED, VIRGINIA & GA	5.00	1.00
18	0001081 0008390	11/19/2025	MU GARDNER, LAFAVE FAMI	12.00	3.00
19	0001074 0008391	11/20/2025	FS STOTT, HILLARY	5.00	1.00
20	0001077 0008392	11/21/2025	MN CORNELIUS, CHARLES	5.00	1.00
21	0001062 0008393	11/21/2025	FS CROMWELL, MATTHEW &	5.00	1.00
22	0000922 0008394	11/25/2025	FS MASKELONY, LAUREN	5.00	1.00
				131.00	28.00
TOTAL SALES				163.00	35.00

12/01/2025
09:01:25

TOWN OF MENDON

B1900 - B688 Transaction Report

For the period 11/01/2025 through 11/30/2025

Type	Date	Comment	Name	Quantity	Fee
B2555					
1.BLDG	11/26/2025	9345- LOT19 MND GRN- SFD	ANTONELLI	1	1,059.00
2.BLDG	11/26/2025	9346- LOT 14 MND GRN- SFD	ANTONELLI	1	1,051.20
3.BLDG	11/14/2025	9343- 300 TAYLOR- RF MNT SLR	BARBER, STEVEN	1	75.00
4.BLDG	11/05/2025	9341- 19 COUNTRY MDW- EV CHAR	HARTSTEIN, MIKE	1	40.00
5.BLDG	11/26/2025	9347- 90 DRMLN VW DR- GENERATR	PORREY, JIM	1	100.00
6.BLDG	11/19/2025	9344- 4815 CLOVER- POLE BARN	RASMUSSEN	1	50.00
7.BLDG	11/03/2025	9340- 1391 PITS MND RD- SIGN	REID PETROLEUM CORP.	1	50.00
8.BLDG	11/14/2025	9342- 546 MNDN IONIA- STORAGE	SCHUELER, MIKE	1	50.00
				8	2,475.20
B2590					
9.BURN	11/12/2025	226 MND IONIA-ASH & PINE 10X10	MENDON GOLF CLUB	1	25.00
10.BURN	11/07/2025	901 CHEESE FACTORY	ROETHEL, STEVE	1	25.00
				2	50.00
B2771					
11.CWVM	11/17/2025	BOOK PURCHASE		1	15.00
				1	15.00
B688					
12.ENGF	11/13/2025	3 LOT SUB & SITE PLAN	ORBAN, ERIC	1	717.00
				1	717.00
Total for B Fund:				12	3,257.20
Total Sales				12	3,257.20

TOWN OF MENDON

DA2302 - TA60 Transaction Report

For the period 11/01/2025 through 11/30/2025

Type	Date	Comment	Name	Quantity	Fee
DA2306					
1.FUEL	11/24/2025	OCTOBER 2025	MENDON FIRE DISTRICT	1	414.20
				1	414.20
			Total for DA Fund:	1	414.20
T20					
2.MEDI	11/24/2025	2026 DENTAL FULL PAYMENT	CALLERAME, JAMES	1	1,873.92
3.MEDI	11/05/2025	2025 Q4 DENTAL	LONOBILE, PAUL	1	100.50
4.MEDI	11/12/2025	NOV 2025 DENTAL	LOOPE, GARY	1	78.14
5.MEDI	11/05/2025	NOV 2025 DENTAL	SHERMAN, ROBERT	1	78.17
6.MEDI	11/12/2025	NOV 2025 DENTAL	VOORHEES, TOM AND TAMMY	1	78.17
				5	2,208.90
T670.1					
7.RECF	11/13/2025	3 LOT SUB & SITE PLAN	ORBAN, ERIC	3	4,500.00
				3	4,500.00
			Total for T Fund:	8	6,708.90
Total Sales				9	7,123.10

The Regular Meeting of the Mendon Town Board was held at 7:00 PM, Monday, November 10, 2025, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY.

PRESENT: John D. Moffitt, *Supervisor*
Cynthia M. Carroll
James Merzke *Town Board*
Kimberly Roberts *Members*
Brent Rosiek

TOWN CLERK: Michelle Booth

OTHERS PRESENT: Tom Voorhees, *Highway Superintendent*, Tom Fromberger, *Town Engineer*, Danny Bassette, Gary Loope, Pete Doyle, and several others.

Supervisor Moffitt called the meeting to order and the Pledge of Allegiance was recited.

AGENDA

(Resolution 25-321)

A motion was made by Mr. Rosiek, seconded by Mr. Merzke, to adopt the agenda as amended to add the following items to the agenda:

- MRB Grant Writing approval
- Holidays in the Hamlet - approval of wagon ride.

Adopted: Mrs. Carroll - Aye; Mr. Merzke - Aye; Mr. Rosiek - Aye; Mrs. Roberts - Aye; Mr. Moffitt - Aye

PUBLIC COMMENT

Vince Dick, 53 Hawks View, inquired about a business at 3898 Rush Mendon Road, questioning whether there is a legal entity permitted to conduct retail business selling tangible property at that location. He provided documentation showing an entity called American Patriot Sportswear was registered in 2019 with a Victor address, yet signage at the Mendon location had changed over time, advertising retail sales. Mr. Dick expressed concerns about compliance with business district zoning requirements, signage regulations, and other town codes. He requested answers to these questions before the end of 2025.

Supervisor Moffitt suggested Mr. Dick contact the code enforcement officer, and agreed to provide a copy of his concerns to the appropriate staff.

COMMUNICATIONS

Highway Superintendent, Tom Voorhees, reported the Williams Rd project was completed and delineators placed in all subdivisions. Snow fence installation was approximately 50% complete. Mechanics had installed all salters and valves on the trucks and were currently conducting a salt run. The hedge row at the splash park was removed for the planned parking lot expansion. Two more highway employees received their stormwater certification from the county. Highway staff attended an OPP (One Person Plow) training with DOT last Thursday.

Town Engineer, Tom Fromberger, reported they were still working with DOT and New York State DEC to obtain permits, and had addressed additional comments from DOT. He noted two items on the agenda regarding Stoney Lonesome Road and mentioned they had submitted a draft proposal for a Records Retention Grant, continuing from a grant the town had previously secured.

Town Board

Brent Rosiek reported attending the MCBA meeting in October and the joint meeting with the highway, which was productive in rebuilding communication between the town board and highway department. He planned to attend the veterans luncheon the following day. The planning board had not met since the last town board meeting but would be reviewing a two-lot subdivision near West Bloomfield and Boughton Hill Road on the 19th. He met with a village trustee liaison regarding reorganization of a Honeoye Falls business group and discussed potential collaborative efforts with the MCBA. He also met with the mayor of Honeoye Falls and the chief of the Honeoye Falls ambulance to discuss reworking the contract, suggesting a joint meeting in early 2026 with the new town board, village, and West Bloomfield to review the 40-year-old contract.

Kimberly Roberts reported attending the ZBA meeting on October 23rd, where they approved variances on Cheese Factory Road and on West Bloomfield Road. She attended Senator Pam Helming's Veterans Recognition Ceremony on October 30th in Canandaigua, where 44 local veterans were recognized. She also attended the Mendon Youth Center Open House the previous week.

Cynthia Carroll reported the library partnered with Pinehurst and Bleak House to offer various events, noting outreach remains a high priority. The library would be closed until 1 PM on November 13th for staff training. An article about the library was published on October 24th in the Penny Saver, titled "Kelly Paganelli, creating a lifelong love of reading." The friends of the library were honored with a proclamation from the town for National Friends of Libraries Week. Katie Ghidiu was appointed as a new library board of trustees member. Lyla thanked the town and Michelle Booth specifically for scheduling the Wired for Opportunity classes at the Mendon Community Center, reporting the October classes were successful with 100% completion rate. The reported

data usage for the solar table in October was presented, showing Honeoye Falls used 1.45 GB with 162 connections.

James Merzke attended the environmental conservation board meeting where they reviewed a subdivision and site plan application involving scenic vistas and soils susceptible to ponding EPODs. This was the first time they dealt with a scenic vista EPOD on a subdivision, so they planned to meet with the planning board and code enforcement officer to ensure everyone was aligned. The American Legion participated as part of the honor guard at the Equicenter's "Hoof It For Heroes" event on November 2nd, a 2.2-mile walk/run that raises money for veteran suicide prevention and veterans programs. He also attended Senator Helming's veterans recognition ceremony where several local veterans were recognized.

Supervisor John Moffitt reported the Mendon Youth Center held an open house on November 6th and would be opening on Wednesday, November 12th, operating Monday through Thursday from 2-6 PM on school days. A health insurance meeting for employees was scheduled for November 12th, and he had a transition meeting with the supervisor-elect on November 13th. The menorah lighting would be held on December 17th, and the Veterans Day lunch and ceremony would take place the following day at 11:00 AM after the ceremony at the Four Corners.

TOWN CLERK'S MONTHLY REPORT

(Resolution 25-322)

A motion was made by Mr. Merzke, seconded by Mr. Rosiek, to acknowledge receipt of the Town Clerk's Monthly Report for October 2025, showing receipts and disbursements in the amount of \$43,729.22.

Adopted: Mrs. Carroll - Aye; Mr. Merzke - Aye; Mr. Rosiek - Aye; Mrs. Roberts - Aye; Mr. Moffitt - Aye

MINUTES

(Resolution 25-323)

A motion was made by Mrs. Roberts, seconded by Mr. Rosiek, to approve the minutes of the regular meeting held on October 20, 2025, as amended to remove Mrs. Carroll's attendance in the executive session.

Adopted: Mrs. Carroll - Aye; Mr. Merzke - Aye; Mr. Rosiek - Aye; Mrs. Roberts - Aye; Mr. Moffitt - Aye

BUDGET ADJUSTMENTS

(Resolution 25-324)

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

From:	A1990.47	Contingent	\$12,000.00
To:	A3510.2	Dog Control Equipment	\$ 8,000.00
To:	A1420.1	Attorney	\$ 4,000.00

From: A2300	Snow and Ice	\$18,500.00
To: A5010.1	Superintendent of Highways	\$12,500.00
To: A1420.1	Attorney	\$ 2,000.00
To: A1620.2	B&G	\$ 4,000.00
From: B1990.4	Contingent	\$14,000.00
To: B8020.4	Planning	\$14,000.00
From: DB2301E	NYS Labor	\$10,000.00
To: DB5110.1	General Repairs-Pers Svcs.	\$10,000.00
From: A3310.2	Traffic Control Equip.	\$ 700.00
To: A5010.4	Highway Sup Contractual	\$ 700.00

Adopted: Mrs. Carroll - Aye; Mr. Merzke - Aye; Mr. Rosiek - Aye; Mrs. Roberts - Aye; Mr. Moffitt - Aye

VOUCHERS

General Abstract A

(Resolution 25-325)

A motion was made by Mrs. Roberts, seconded by Mr. Rosiek, to approve all claims on vouchers numbered 25-547 to 25-552, on General Abstract 25-11A, in the amount of \$22,464.22.

Adopted: Mrs. Carroll - Aye; Mr. Merzke - Aye; Mr. Rosiek - Aye; Mrs. Roberts - Aye; Mr. Moffitt - Aye

General Abstract B

(Resolution 25-326)

A motion was made by Mrs. Roberts, seconded by Mr. Rosiek, to approve all claims on vouchers numbered 25-553 to 25-588, on General Abstract 25-11B, in the amount of \$37,124.43.

Adopted: Mrs. Carroll - Aye; Mr. Merzke - Aye; Mr. Rosiek - Aye; Mrs. Roberts - Aye; Mr. Moffitt - Aye

Highway Abstract

(Resolution 25-327)

A motion was made by Mrs. Roberts, seconded by Mr. Rosiek, to approve all claims on vouchers numbered 25-329 to 25-355, on Highway Abstract 25-11, in the amount of \$22,976.62.

Adopted: Mrs. Carroll - Aye; Mr. Merzke - Aye; Mr. Rosiek - Aye; Mrs. Roberts - Aye; Mr. Moffitt - Aye

Library Abstract A

Library vouchers numbered 25-174 to 25-179, on Library Abstract 25-11A, in the amount of \$1,693.81, were presented to the Town Board for payment.

Library Abstract B

Library vouchers numbered 25-180 to 25-187, on Library Abstract 25-11B, in the amount of \$2,706.49, were presented to the Town Board for payment.

2026 SUMMER RECREATION PROGRAM AGREEMENT (Resolution 25-328)

A motion was made by Mr. Rosiek, seconded by Mr. Merzke, to enter into an Intermunicipal Cooperative Agreement regarding Community Summer Recreation 2026 with the Honeoye Falls-Lima Central School District, as presented to the Board at this meeting. Mrs. Roberts recused herself from voting due to her employment with the school district and receiving part of her salary from the program.

Adopted: Mrs. Carroll - Aye; Mr. Merzke - Aye; Mr. Rosiek - Aye; Mr. Moffitt - Aye

FIRE PROTECTION DISTRICT CONTRACT (Resolution 25-329)

A motion was made by Mr. Merzke, seconded by Mrs. Roberts, to adopt the 2026 Fire Protection Contract for the Mendon Fire Protection District #1 with the Village of Honeoye Falls as presented at this meeting, for the amount of \$265,007.29.

Supervisor Moffitt noted that the public hearing was held at the previous town board meeting. The insurance issues had been resolved, with language requested by the town's insurance company, NYMIR (which is also the village's insurance company), included in the contract to protect taxpayers, such as requirements for certificates of insurance.

Adopted: Mrs. Carroll - Aye; Mr. Merzke - Aye; Mr. Rosiek - Aye; Mrs. Roberts - Aye; Mr. Moffitt - Aye

ESTABLISH PUBLIC HEARING – STONEY LONESOME ROAD CLOSURE (Resolution 25-330)

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, to hold a public hearing on the closure of Stoney Lonesome Road, 7:00PM, or as soon thereafter as said hearing can be convened, Monday, December 8, 2025, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY.

Supervisor Moffitt noted there had been complications regarding wetlands and neighbors' access to their driveways, but they had been working through these issues and felt comfortable moving forward with the public hearing.

Adopted: Mrs. Carroll - Aye; Mr. Merzke - Aye; Mr. Rosiek - Aye; Mrs. Roberts - Aye; Mr. Moffitt - Aye

ESTABLISH LEAD AGENCY FOR STONEY LONESOME ROAD CLOSURE (Resolution 25-331)

A motion was made by Mr. Rosiek, seconded by Mr. Merzke, for the Town Board to announce its intent to be lead agency for the coordinated SEQR review with regards to the Stoney Lonesome Road closure.

Adopted: Mrs. Carroll - Aye; Mr. Merzke - Aye; Mr. Rosiek - Aye; Mrs. Roberts - Aye; Mr. Moffitt - Aye

BUILDING DEPARTMENT TECH PURCHASES (Resolution 25-332)

A motion was made by Mrs. Roberts, seconded by Mr. Rosiek, to authorize the following purchases for the Building Department, to be paid from account B8020.4:

Apple

2 iPad Air 13-inch (M3), Wi-Fi + Cellular, 128 GB - Space Gray
\$69.99/year per device (billed annually beginning year one)
\$1,899.98 (iPads) +\$139.98/year (AppleCare+)

IKEA

5 Electronic Standing Desks
\$3,245.00

BJ's

1 LG 65" Smart TV (for digital plan review & collaboration)
\$496.99

Board members discussed how these purchases would help modernize operations. The TV would be installed to allow applicants and the planning board to view plans together, with a laser pointer to facilitate discussions and help the audience follow along. One iPad would be used in the office to assist people with filling out forms online, while the other would be used for field inspections. The standing desks are for the five staff members.

Adopted: Mrs. Carroll - Aye; Mr. Merzke - Aye; Mr. Rosiek - Aye; Mrs. Roberts - Aye; Mr. Moffitt - Aye

101 SEMMEL ROAD – BUILDING RENOVATIONS (Resolution 25-333)

A motion was made by Mr. Merzke, seconded by Mr. Rosiek, to authorize the building renovations to the cold storage building as delineated on the request dated November

5, 2025, from the Highway Department, in an amount not to exceed \$20,000.00, and to be paid from account A1620.4.

The highway superintendent explained this project had been ongoing in discussions with the Supervisor, Brent, and himself about improving facilities at Semmel Road. The renovations would provide needed storage space where equipment could be kept out of the elements, especially for the trucks with the salter equipment that cannot stay outside. The six-bay building was originally constructed with only three bays insulated and finished, with plans to eventually complete the other three bays.

Adopted: Mrs. Carroll - Aye; Mr. Merzke - Aye; Mr. Rosiek - Aye; Mrs. Roberts - Aye; Mr. Moffitt - Aye

USE OF TOWN PROPERTY – REQUIREMENTS

(Resolution 25-334)

A motion was made by Mrs. Roberts, seconded by Mrs. Carroll, to add a Hold Harmless and Indemnification clause in favor of the Town on all Facility Use Forms, and require a Certificate of Insurance from any organization wishing to use a facility.

Supervisor Moffitt noted this was a recommendation from the town's insurance provider as part of their annual review.

Adopted: Mrs. Carroll - Aye; Mr. Merzke - Aye; Mr. Rosiek - Aye; Mrs. Roberts - Aye; Mr. Moffitt - Aye

GOTTERMIER ZONING – DISCUSSION

Mr. Gottermier addressed the board regarding his request to rezone his property from R-5 to R-2. He explained that in 2000, before the zoning change was made, he had submitted a request for subdivision but due to SEQR requirements related to Mendon Ponds Park, the approval process extended past when the zoning changed from R-2 to R-5. He believes his property should have remained R-2.

Mr. Gottermier explained his goal is to have the option to give land to his adult sons so they could build homes. He noted there is no immediate need as one son has a remote job and doesn't want to commit to being in Rochester until closer to retirement. If they pursued variances instead of rezoning, approximately eight variances would be required as they don't meet acreage or lot width requirements for R-5 zoning.

Board members asked about neighboring parcels' zoning, which Mr. Gottermier confirmed it is zoned R-2 across the street. The board discussed whether to consult with other town boards before proceeding. Supervisor Moffitt indicated he would prefer written recommendations from the planning board and possibly the Environmental Conservation Board due to steep slopes on the property.

The board noted that rezoning might not be spot zoning since there are other R-2 properties in proximity. They also discussed the percolation and deep hole testing from

25 years ago, which showed good drainage in the old gravel pit area, suggesting conventional septic systems could work. The property also has access to municipal water and natural gas.

(Resolution 25-335)

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to send Mr. Gottermier's information to the Planning Board for recommendations.

Adopted: Mrs. Carroll - Aye; Mr. Merzke - Aye; Mr. Rosiek - Aye; Mrs. Roberts - Aye; Mr. Moffitt - Aye

PERMA – GRANT ACCEPTANCE

(Resolution 25-336)

A motion was made by Mr. Rosiek, seconded by Mr. Merzke, to accept a PERMA safety grant consisting of the reimbursement for safety training up to \$3,500 based on application and quoted invoice for AED/CPR Training, applied for by the Highway Department and according to the pertinent PERMA Grant Disbursement Agreements.

Supervisor Moffitt noted that his daughter-in-law is related to a gentleman who works for PERMA and is part of the grant proposal, though this connection has no bearing on the grant.

Adopted: Mrs. Carroll - Aye; Mr. Merzke - Aye; Mr. Rosiek - Aye; Mrs. Roberts - Aye; Mr. Moffitt - Aye

RED CROSS TRAINING

(Resolution 25-337)

A motion was made by Mr. Merzke, seconded by Mr. Rosiek, to authorize 16 participants to be trained in Adult and Pediatric First Aid/CPR/AED at a cost of \$2531.00; each additional participant would cost \$141. This total cost includes a \$275 onsite delivery fee for one training class; any additional training classes would incur \$275 fee per class. The length of the class is 5 hours. To be paid from DA5130.4.

Adopted: Mrs. Carroll - Aye; Mr. Merzke - Aye; Mr. Rosiek - Aye; Mrs. Roberts - Aye; Mr. Moffitt - Aye

2026 SWEARING-IN CEREMONY

(Resolution 25-338)

A motion was made by Mrs. Roberts, seconded by Mrs. Carroll, to hold the 2026 Swearing-In Ceremony, Thursday, January 1, 2026, at the Falls Post #664 Town of Mendon Community Center, at 2:00PM.

Supervisor Moffitt noted this has been the practice for as long as he has been on the board.

Adopted: Mrs. Carroll - Aye; Mr. Merzke - Aye; Mr. Rosiek - Aye; Mrs. Roberts - Aye; Mr. Moffitt - Aye

NEW YEARS DAY

(Resolution 25-339)

A motion was made by Mrs. Roberts, seconded by Mr. Rosiek, to approve Thursday, January 1, 2026, as a paid Town Holiday.

Adopted: Mrs. Carroll - Aye; Mr. Merzke - Aye; Mr. Rosiek - Aye; Mrs. Roberts - Aye; Mr. Moffitt - Aye

EMPLOYEE RECOGNITION LUNCH

(Resolution 25-340)

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to approve the 2025 Employee Recognition Lunch for Thursday, November 20, 2025, at the Falls Post #664 Town of Mendon Community Center from 12:00PM-2:00PM. Cost not to exceed \$1,000.00, to be paid from A1010.4.

Supervisor Moffitt commented this was the first time to his knowledge that such an event had been organized, noting it was overdue and well deserved.

Adopted: Mrs. Carroll - Aye; Mr. Merzke - Aye; Mr. Rosiek - Aye; Mrs. Roberts - Aye; Mr. Moffitt - Aye

DECLARATION OF SURPLUS

(Resolution 25-341)

A motion was made by Mr. Merzke, seconded by Mr. Rosiek, to declare the following surplus, and authorize its disposition at RTI Auctions – Roy Teitsworth Inc.:

- CAT General Purpose Backhoe Bucket – 1.3 yard
- Grant Gravity Sand/Chip/Stone Tailgate Spreader

The highway superintendent explained the chip spreader was very old, having been there for 10-15 years, and the bucket came with the Cat backhoe but was not being used.

Adopted: Mrs. Carroll - Aye; Mr. Merzke - Aye; Mr. Rosiek - Aye; Mrs. Roberts - Aye; Mr. Moffitt - Aye

GRANT WRITING SERVICES - CONTINUATION

(Resolution 25-342)

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to authorize the supervisor to enter into the agreement for the 2026 professional services for grant writing services for the local government record management improvement funding application, a continuation of our 2025 grant.

Mr. Rosiek reported that Michelle and Corey were enthusiastic about continuing the grant program. It was noted that only two towns in Monroe County, out of 19, received

this grant this year, and another town has been participating in this program for five or six years, freeing up significant floor space for offices and meeting rooms.

Adopted: Mrs. Carroll - Aye; Mr. Merzke - Aye; Mr. Rosiek - Aye; Mrs. Roberts - Aye; Mr. Moffitt - Aye

HOLIDAYS IN THE HAMLET

(Resolution 25-343)

A motion was made by Mr. Rosiek, seconded by Mrs. Roberts, to accept the quote from Kevin Quigley to provide wagon rides for the Holidays in the Hamlet, to be paid from B7550.4, contingent on adequate insurance, naming the town as additionally insured, being provided.

This has been ongoing for 3-4 years and is popular with children and local businesses. The wagon makes a loop through the hamlet, alongside a hayride that operates simultaneously.

Adopted: Mrs. Carroll - Aye; Mr. Merzke - Aye; Mr. Rosiek - Aye; Mrs. Roberts - Aye; Mr. Moffitt - Aye

PUBLIC COMMENT

Tanner Cheek, 67 Hedgerow Circle, reminded the board of the Honeoye Falls-Mendon Volunteer Service, which provides first aid and CPR training with Red Cross certification for \$5 per person (if they want the card) or free without certification. Mr. Cheek suggested the town could have used the PERMA grant for enhanced training like bloodborne pathogens. He also expressed concern about budget transfers from snow and ice accounts, noting the significant overtime charges last winter.

Supervisor Moffitt clarified that budget lines without decimal points are revenue lines, not expense lines.

33. ADJOURNMENT

(Resolution 25-344)

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to adjourn the meeting at 7:47PM.

Adopted: Mrs. Carroll - Aye; Mr. Merzke - Aye; Mr. Rosiek - Aye; Mrs. Roberts - Aye; Mr. Moffitt - Aye

2025 - 12			
General Abstract A			
No. 25-589 to 25-601	Subtotal	\$ 29,740.72	
General Abstract B			
No. 25-602 to 25-649	Subtotal	\$ 55,648.11	
Highway Abstract			
No. 25-356 to 25-380	Subtotal	\$ 409,624.36	
	Total	\$ 495,013.19	
Library Abstract A			
No. 25-188 to 25-195	Subtotal	\$ 1,543.08	
Library Abstract B			
No. 25-196 to 25-207	Subtotal	\$ 19,646.46	
	Total	\$ 21,189.54	
Prepared By: Alyssa Stevenson			

Abstract of General Vouchers 25-12B						
602	Admar - Rochester	A1620.4			\$ 1,259.50	
603	Applied Business Systems, Inc.	A1670.4			\$ 1,700.00	
604	Amazon Capital Services	A1410.4	\$ 185.94			
		A1610.4	\$ 526.88			
		A1620.4	\$ 15.99			
		A1621.4	\$ 1,692.13			
		A1670.4	\$ 368.72			
		B3620.2	\$ 59.49	\$ 2,849.15		
605	Amazon Capital Services (Highway)	A5010.4		\$ 273.21		
606	Benefit Resource, LLC	A9060.8	\$ 41.40			
		B9060.8	\$ 13.80			
		DA9060.8	\$ 6.90			
		DB9060.8	\$ 131.00			
		L9060.8	\$ 6.90	\$ 200.00		
607	Blue 360 Media	A1110.4		\$ 95.95		
608	Bond, Schoeneck, & King, PLLC	B8010.1		\$ 1,507.50		
609	Capital One Trade Credit	A1610.2	\$ 42.53			
		A1620.2	\$ 136.25	\$ 178.78		
610	Charter Communications	A1620.4		\$ 100.00		
611	Chase's Greenhouse	A1620.2		\$ 57.00		
612	Coates, James	A2408		\$ 100.00		
613	Eastern Shore Insurance Agency	A1910.4		\$ 152.00		
614	FNBO (Town Hall)	A1310.4	\$ 297.00			
		A1355.4	\$ 1,152.98			
		A1610.4	\$ 271.99			
		A3510.4	\$ 25.00			
		B8020.4	\$ 6,791.74	\$ 8,513.71		
615	FNBO (Highway)	A5010.4		\$ 9.99		
616	Flaherty's Three Flags Inn	B7550.4		\$ 1,931.20		
617	General Code	B8023.4		\$ 845.00		
618	Grainger	A1620.2		\$ 453.44		
619	Group Tours, Inc.	B7610.4		\$ 950.00		
620	HFCCB	B7550.4		\$ 1,000.00		
621	HFMP	A1010.4	\$ 19.97			
		A1620.2	\$ 119.47			
		B7550.4	\$ 1,194.13	\$ 1,333.57		
622	Higher Information Group	A1670.4		\$ 101.78		
623	Home Depot Credit Services	A1620.2	\$ 457.70			
		A1621.4	\$ 222.33	\$ 680.03		
624	JGF Funding	A1670.4	\$ 108.46			
		A5010.4	\$ 108.46			
		B1900.4	\$ 160.54	\$ 377.46		
625	Junge, Kevin	A3510.4		\$ 50.00		
626	Kaplan, Larry	A1620.4		\$ 175.00		
627	Karen Marchese Consulting	A1010.4		\$ 1,062.50		
628	Kevin Quigley / KQ Percherons	B7550.4		\$ 1,600.00		
629	Laura L. Landers, LLC	A1310.4		\$ 1,500.00		
630	Lineage	A1670.4		\$ 614.17		
631	Loncz, Maggie	A2408		\$ 50.00		
632	McGregor, Jeffery	A2408		\$ 100.00		

Abstract of Highway Vouchers 25-12B

#	Company	Code	Sub Total	Total
356	Amazon Capital Services	DA9057.8		\$288.76
357	Capital One Trade Credit	DA5130.4		\$36.50
358	Cyncon Equipment	DB5115.4		\$139.00
359	Finger Lakes/Castle	DA5130.4		\$286.70
360	FNBO	DA5130.4		\$172.95
361	George & Swede Sales & Service	DA5130.4		\$2,248.76
362	Grainger	DA5130.4		\$688.57
363	Interstate Battery System of Rochester	DA5130.4		\$295.94
364	Jackson Welding & Gas Products	DA5130.4		\$643.95
365	Kenworth Northeast Group	DA5130.4		\$85.32
366	Kimball Midwest	DA5130.4		\$1,429.65
367	Lewis General Tires	DA5130.4		\$1,692.28
368	Monroe County Director of Finance	DB3110.4		\$55,784.05
369	NAPA Auto Parts	DA5130.4		\$254.72
370	NOCO	DB5110.4		\$2,619.30
371	Northern Supply	DA5130.4	\$3,630.00	
		DB5142.4	\$1,100.00	\$4,730.00
372	Penn Power Group	DA5130.4		\$793.58
373	Power Drives, Inc.	DA5130.4		\$468.27
374	Regional International Corp.	DA5130.4		\$20.00
375	Tracey Road Equipment	DB5110.2		\$336,021.00
376	UniFirst Corporation	DA9056.8		\$145.86
377	Unique Paving Materials Corp.	DB5112.4		\$170.92
378	Van Bortel Ford	DA5130.4		\$211.67
379	Whitmore, Carter	DA9057.8		\$200.00
380	Whitney, Chad	DB9057.8		\$196.61

Total

\$409,624.36

ABSTRACT OF LIBRARY VOUCHERS 2025-12a

Number	Vendor	Acct.	Acct. Amt.	Total Amt.
188	Casella Waste Services	7410.4	\$	133.64
189	Clearly	7410.4	\$	48.25
190	De Lage Landen Financial Services	7410.4	\$	129.59
191	Frontier	7410.4	\$	257.61
192	Monroe County Water Authority	7410.4	\$	154.14
193	National Fuel	7410.4	\$	154.39
194	National Grid	7410.4	\$	602.46
195	Simple Tech Innovations, Inc	7410.2	\$	63.00
			Total	\$ 1,543.08

ABSTRACT OF LIBRARY VOUCHERS 2025-12b

Number	Vendor	Acct.	Acct. Amt.	Total Amt.
196	Amazon Capital Services	7410.4		\$ 597.68
197	Brodart Co.	7410.4		\$ 6,093.94
198	Budget Library Supplies	7410.4		\$ 107.00
199	Filipski, Matt	7410.4		\$ 12.60
200	Grills, Lyla	7410.4		\$ 144.30
201	Ground, Perry	7410.4		\$ 500.00
202	M.K. Gandhi Inst. For Nonviolence	7410.4		\$ 400.00
203	Midwest Tape, LLC	7410.4		\$ 287.14
204	Monroe County Library System	7410.2		\$ 6,800.54
205	OverDrive, Inc.	7410.4		\$ 4,071.42
206	Paganelli, Kelly	7410.4		\$ 152.60
207	Staples	7410.4		\$ 479.24
			Total	\$ 19,646.46

Public Hearing

NOTICE IS HEREBY GIVEN, that the Mendon Town Board has scheduled a Public Hearing on the closure of Stoney Lonesome Road, 7:00 PM, or as soon thereafter as said hearing can be convened, Monday, December 8, 2025, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY.

DATED: November 10, 2025

Michelle Booth
Mendon Town Clerk

TOWN OF MENDON TOWN BOARD RESOLUTION
ROADWAY ABANDONMENT ON STONEY LONESOME ROAD

SEQR – COORDINATED UNLISTED ACTION

WHEREAS, the Town of Mendon Town Board (hereinafter referred to as “Mendon Town Board”), is proposing to abandon approximately 525 LF of Stoney Lonesome Road starting at Clover Street (NYS RTE 65) and ending east of the residents driveway on 98 Stoney Lonesome Road. The abandoned portion of Stoney Lonesome Road will have portions of the existing asphalt removed. The existing guide rail on the south east corner intersection of Clover Street & Stoney Lonesome Road extends to cross Stoney Lonesome Road. The remaining guiderail on Stoney Lonesome Road will remain. New signage will be placed accordingly on Clover Street (NYS RTE 65), Stoney Lonesome Road & Quaker Meeting House Road. The remaining portion of Stoney Lonesome Road will become a dead-end road with a proposed cul-de-sac located at 98 Stoney Lonesome Road. (the “Application”); and

WHEREAS, the Mendon Town Board reviewed the completed SEQR Short Environmental Assessment Form (EAF), Part 1 prepared by the Town Consulting Engineer (MRB Group) at the direction of the Town Board; and

WHEREAS, the Mendon Town Board determines that said Action is classified as an Unlisted Action under the SEQR Regulations; and

WHEREAS, the Mendon Town Board determines that said Action is also subject to a coordinated review and approval by other involved agencies under SEQR Regulations due to the involvement of the required agencies; and

WHEREAS, the Mendon Town Board determines that it is the most appropriate agency to insure the coordination of this Action and will provide written notifications to the involved and interested agencies, for the purposes of conducting a coordinated review and making the determination of significance thereon under the SEQR Regulations.

NOW, THEREFORE BE IT RESOLVED that the Mendon Town Board does hereby declare its designation as the lead agency for the Action.

BE IT FURTHER RESOLVED, that the Town Consulting Engineer (MRB Group) is directed to provide notice hereof to the involved and interested agencies, seeking their input on the process in writing by December 29, 2025.

Motion made by Member Brent Rosiek: Seconded by Member James P. Merzke

Dated: November 10, 2025

The above Resolution was duly adopted on November 10, 2025 by the Town of Mendon Town Board.



, Town Clerk
Town of Mendon

TOWN OF MENDON – TOWN BOARD

16 W MAIN STREET
HONEOYE FALLS, NY 14472-1199

PROJECT: ROADWAY ABANDONMENT ON STONEY LONESOME ROAD

APPLICANT: *MENDON TOWN BOARD*

STATE ENVIRONMENTAL QUALITY REVIEW (SEQR) UNLISTED COORDINATED PACKAGE

DECEMBER 2025

Prepared by



THE CULVER ROAD ARMORY
145 CULVER ROAD, SUITE 160, ROCHESTER, NEW YORK 14620
TELEPHONE: (585) 381-9250



December 1, 2025

To: Involved Agencies under SEQR (Distribution List Attached)
From: Town of Mendon Town Board
RE: Roadway Abandonment on Stoney Lonesome Road

Pursuant to the State Environmental Quality Review (SEQR) Act, please be advised that the Town of Mendon Town Board (hereinafter referred to as Town Board) as Lead Agency for the purpose of SEQR requirements with respect to the project described below. Enclosed for your review is Part I of the SEQR Short Environmental Assessment Form (EAF), Coordination Request Form, and Site Plan.

The Town of Mendon is proposing to abandon approximately 525 LF of Stoney Lonesome Road starting at Clover Street (NYS RTE 65) and ending east of the resident's driveway on 98 Stoney Lonesome Road. The abandoned portion of Stoney Lonesome Road will have portions of the existing asphalt removed. The existing guide rail on the southeast corner intersection of Clover Street & Stoney Lonesome Road extends to cross Stoney Lonesome Road. The remaining guiderail on Stoney Lonesome Road will remain. New signage will be placed accordingly on Clover Street (NYS RTE 65), Stoney Lonesome Road & Quaker Meeting House Road. The remaining portion of Stoney Lonesome Road will become a dead-end road with a proposed cul-de-sac located at 98 Stoney Lonesome Road.

In accordance with 6NYCRR Part 617 the Town Board is electing to coordinate the Unlisted action with all involved agencies. All involved must agree upon the Lead Agency designation. To facilitate such an agreement and to provide for sufficient time for discussion, if any, the Board requests that all response forms to this notice be returned to the noted address as soon as possible. The Town is also encouraging comments regarding the project information from the other involved agencies to complete the action.

In the event that a response is not received at or before **12:00 PM on Monday, December 29, 2025**, your agency will be deemed to have no objection to the Town Board assuming Lead Agency status for the purpose of this project. To facilitate your response, please complete the enclosed SEQR Lead Agency Coordination Request Form and return it as part of your response.

Sincerely,

A handwritten signature in blue ink, appearing to read "S. Gittens", written over a horizontal line.

Sherman A. Gittens
Associate Engineer

C John Moffitt – Town of Mendon Supervisor
Michelle Booth – Town of Mendon Clerk
Corey Gates – Town of Mendon Code Enforcement Officer
Tom Fromberger – MRB Group
All Involved Agencies

TOWN OF MENDON TOWN BOARD RESOLUTION
ROADWAY ABANDONMENT ON STONEY LONESOME ROAD
SEQR – COORDINATED UNLISTED ACTION

SEQR - INVOLVED AGENCY LIST

Town of Mendon Highway Department
Attn: Tom Voorhees - Superintendent
16 West Main Street
Honeoye Falls, NY 14472

New York State Department of Environmental Conservation
Region 8
Attn: Regional Permit Administrator
6271 E. Avon-Lima Rd.
Avon, NY 14414

Monroe County Department of Transportation
Division of Highway Permits
Attn: John D. Raymond, Engineer
City Place, 50 W Main St, Suite 6100
Rochester, NY 14614

SEQR - INTERESTED AGENCY LIST

Monroe County Planning
Attn: Ana J. Liss, Director
1150 City Place
50 W. Main St.
Rochester, NY 14614

Honeoye Falls-Lima CSD
Attn: Gene Mancuso, Superintendent of Schools
20 Church Street
Honeoye Falls, NY 14472

Pittsford Central School District
Attn: Michael Pero, Superintendent of Schools
75 Barker Road District Office, East Wing
Pittsford, NY 14534

Mendon Fire Department
Attn: Stephen Tschiderer, District Chief
101 Mendon Ionia Road
Mendon, NY 14506

Monroe County Sheriff
130 S. Plymouth Ave.
Rochester, NY 14614

Short Environmental Assessment Form

Part 1 - Project Information

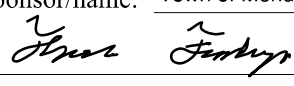
Instructions for Completing

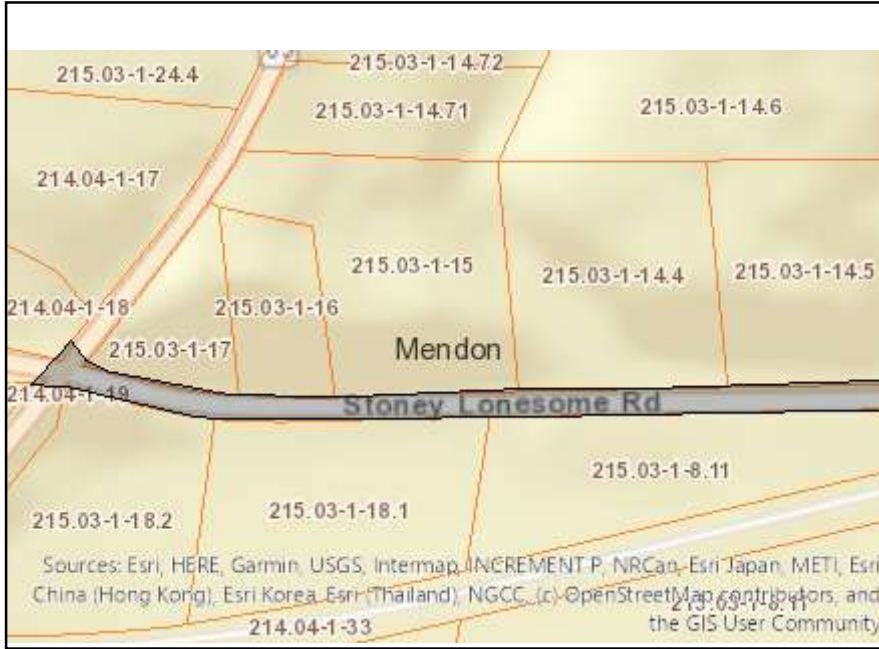
Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Name of Action or Project: Roadway Abandonment on Stoney Lonesome Road			
Project Location (describe, and attach a location map): Stoney Lonesome Road (More specifically between Clover St/NYS RTE 65 & Quaker Meeting House Road)			
Brief Description of Proposed Action: The Town of Mendon is proposing to abandon approximately 525 LF of Stoney Lonesome Road starting at Clover Street (NYS RTE 65) and ending east of the residents driveway on 98 Stoney Lonesome Road. The abandoned portion of Stoney Lonesome Road will have portions of the existing asphalt removed. The existing guide rail on the south east corner intersection of Clover Street & Stoney Lonesome Road extend to cross Stoney Lonesome Road. The remaining guiderail on Stoney Lonesome Road will remain. New signage will be placed accordingly on Clover Street (NYS RTE 65), Stoney Lonesome Road & Quaker Meeting House Road. The remaining portion of Stoney Lonesome Road will become a dead-end road with a proposed cul-de-sac located at 98 Stoney Lonesome Road.			
Name of Applicant or Sponsor: Town of Mendon - John Moffitt Supervisor		Telephone: 585.624.6061 E-Mail: jmoffitt@townofmendon.org	
Address: 16 W. Main Street			
City/PO: Honeoye Falls		State: NY	Zip Code: 14472-1199
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: NYSDOT Permits & NYSDEC			NO <input type="checkbox"/>
			YES <input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		0.75 acres	
b. Total acreage to be physically disturbed?		0.75 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		0.75 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban)			
<input checked="" type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input type="checkbox"/> Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: Not applicable	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ Not applicable	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ Not applicable	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO <input type="checkbox"/> <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/> <input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input checked="" type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input checked="" type="checkbox"/> Wetland <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
a. Will storm water discharges flow to adjacent properties?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If Yes, briefly describe: _____ _____		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor/name: <u>Town of Mendon - Thomas Fromberger, P.E. (MRB Group-as agent)</u> Date: <u>October 20, 2025</u>		
Signature: <u></u> Title: <u>Engineer</u>		



Disclaimer: The EAF Mapper is a screening tool intended to assist project sponsors and reviewing agencies in preparing an environmental assessment form (EAF). Not all questions asked in the EAF are answered by the EAF Mapper. Additional information on any EAF question can be obtained by consulting the EAF Workbooks. Although the EAF Mapper provides the most up-to-date digital data available to DEC, you may also need to contact local or other data sources to confirm data provided by the Mapper or to obtain data not provided by the Mapper.



Part 1 / Question 7 [Critical Environmental Area]	No
Part 1 / Question 12a [National or State Register of Historic Places or State Eligible Sites]	No
Part 1 / Question 12b [Archeological Sites]	No
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	Yes - Digital mapping information on local, New York State, and federal wetlands and waterbodies is known to be incomplete. Refer to the EAF Workbook.
Part 1 / Question 15 [Threatened or Endangered Animal]	No
Part 1 / Question 16 [100 Year Flood Plain]	No
Part 1 / Question 20 [Remediation Site]	No

**TOWN OF MENDON TOWN BOARD
ROADWAY ABANDONMENT ON STONEY LONESOME ROAD**

SEQR LEAD AGENCY COORDINATION FORM

_____ This Agency has no objection to the Town of Mendon Town Board assuming Lead Agency status for this action.

_____ This Agency wishes to be considered for Lead Agency for this action.

Comments (Feel free to send comments separately if the information will not fit below.):

Agency

Signature

Title

Date

PLEASE RETURN TO:

Email: Michelle Boot, Town Clerk: mbooth@townofmendon.org

Mail: Town of Mendon
Attn: Michelle Booth, Town Clerk
16 W. Main Street
Honeoye Falls, NY 14472-1199
PH: 585-642-6060

NOTE:

If this form is not returned at or before **12:00 PM on Monday, December 29, 2025**, your agency will be deemed to have no objection to the Town of Mendon Town Board assuming Lead Agency status for this action.

Region 4 Standard General Plan Notes

- 1. ROAD TO BE KEPT CLEAN OF MUD AND DEBRIS AT ALL TIMES.
2. ROADSIDE DRAINAGE TO BE MAINTAINED AT ALL TIMES.
3. MATERIALS, EQUIPMENT AND VEHICLES ARE NOT TO BE STORED OR PARKED WITHIN THE NEW YORK STATE RIGHT-OF-WAY.
4. MAINTENANCE AND PROTECTION OF TRAFFIC MUST COMPLY WITH THE CURRENT NATIONAL MUTCD WITH NYS SUPPLEMENT, SECTION 619 OF THE CURRENT NYS DOT STANDARD SPECIFICATIONS, THESE PLANS AND AS ORDERED BY THE ASSISTANT RESIDENT ENGINEER, ON A NYS DOT CONSTRUCTION PROJECT, MAINTENANCE AND PROTECTION OF TRAFFIC MUST COMPLY WITH THESE PLANS AND BE IN ACCORDANCE WITH THE NYS DOT CONTRACT DOCUMENTS AS DEEMED NECESSARY BY THE NYS ENGINEER-IN-CHARGE.
5. NOTIFY THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION'S ASSISTANT RESIDENT ENGINEER AT THE APPROPRIATE NUMBER, AS NOTED BELOW, FIVE (5) WORK DAYS PRIOR TO WORKING WITHIN THE STATE RIGHT-OF-WAY.
GENESEE CO. - (585) 343-0502 LIVINGSTON CO. - (585) 346-3036
MONROE CO. - WEST OF GENESEE RIVER (585) 352-3471 MONROE CO. - EAST OF GENESEE RIVER (585) 586-4514
ONTARIO CO. - (585) 396-4957 ORLEANS CO. - (585) 589-6655
WAYNE CO. - (315) 332-4000 WYOMING CO. - (585) 786-3310

IN ADDITION, THE PERMITTEE SHALL NOTIFY NYS DOT REGIONAL TRAFFIC OPERATIONS CENTER (RTOC) OF ALL LANE AND SHOULDER CLOSURES AT LEAST THREE (3) DAYS IN ADVANCE OF THE PROPOSED WORK UTILIZING RTOC'S CONSTRUCTION NOTIFICATION FORM.

PROPOSED CLOSURES WILL BE REVIEWED FOR CONCURRENT AND OVERLAPPING CLOSURE OR INCIDENT CONFLICTS AND WILL BE ENTERED INTO 511 NY.ORG. CLOSURES INCLUDED IN THE NOTIFICATION SHALL CONFORM TO TIME, DATE, AND LOCATION RESTRICTIONS IN THE PERMIT. RTOC MAY DISALLOW OR REDUCE CLOSURES DUE TO OTHER CLOSURES OR WORK, EVENTS, OR INCIDENTS FOUND IN CONFLICT WITH THE PROPOSED CLOSURES. ALL LANE AND SHOULDER CLOSURES SHALL BE REMOVED DURING NON-WORKING HOURS, EXCEPT WHERE AUTHORIZED BY THE NYS DOT REGIONAL TRAFFIC ENGINEER OR DESIGNEE.

- 6. NOTIFY THE NYS DOT TRAFFIC SIGNAL MAINTENANCE ENGINEER AT (585) 753-7793 5 DAYS PRIOR TO WORKING WITHIN 350' OF A SIGNALIZED INTERSECTION, NOTIFY DIG SAFELY NEW YORK 2 WORK DAYS PRIOR TO DIGGING, DRILLING OR BLASTING AT #11 FOR A UTILITY STAKE-OUT.
7. WORK ZONE TRAFFIC CONTROL STANDARD SHEETS NOT INCLUDED IN THE PERMIT PACKAGE SHALL NOT BE UTILIZED UNLESS APPROVED BY THE REGIONAL TRAFFIC ENGINEER.
8. ALL MATERIALS USED WITHIN THE STATE RIGHT-OF-WAY MUST COMPLY WITH THE CURRENT NEW YORK STATE DEPARTMENT OF TRANSPORTATION SPECIFICATIONS ALONG WITH ANY APPROPRIATE CURRENT NYS DEPARTMENT OF TRANSPORTATION'S STANDARD SHEETS.
9. QUALITY CONTROL OF ASPHALT CONCRETE SHALL MEET THE REQUIREMENTS OF SECTION 401 OF THE STANDARD SPECIFICATIONS. ALL ASPHALT PRODUCED AS PART OF SECTION 401 WILL BE PAID AT A FINAL QUANTITY ADJUSTMENT FACTOR OF 1.0. ASPHALT COURSE DEPTHS SHOWN ON THE PLANS ARE COMPACTED DEPTHS.
10. NO NIGHT WORK SHALL BE ALLOWED UNLESS APPROVED PRIOR TO START OF PROJECT. ADDITIONAL MAINTENANCE AND PROTECTION OF TRAFFIC MAY BE REQUIRED INCLUDING THE ADDITION OF REFLECTIVE MATERIALS AND LIGHTING.
11. HAZARDOUS WASTE NOTIFICATION - THE PERMITTEE ACCEPTS THE RIGHT-OF-WAY OF THE STATE HIGHWAY IN ITS "AS IS" CONDITION. THE DEPARTMENT OF TRANSPORTATION MAKES NO REPRESENTATION AS TO THE ABSENCE OF UNDERGROUND TANKS, STRUCTURES, FEATURES OR SIMILAR IMPEDIMENTS TO THE COMPLETION OF THE WORK PERMITTED HEREUNDER. SHOULD PERMITTEE FIND SOME PREVIOUSLY UNKNOWN UNDERGROUND IMPEDIMENTS TO ITS WORK, THE DEPARTMENT OF TRANSPORTATION SHALL HAVE NO OBLIGATION TO CURE, REMOVE, REMEDY OR OTHERWISE DEAL WITH SUCH PREVIOUSLY UNKNOWN UNDERGROUND IMPEDIMENTS. THE PERMITTEE IS REQUIRED TO REMOVE, MODIFY OR OTHERWISE DEAL WITH SUCH UNDERGROUND TANKS, STRUCTURES, FEATURES OR IMPEDIMENTS IN A MANNER WHICH MEETS ACCEPTABLE ENGINEERING PRACTICE AND IS APPROVED BY THE DEPARTMENT OF TRANSPORTATION.
12. ADA COMPLIANCE - ALL WORK SHALL BE IN ACCORDANCE WITH THE AMERICANS DISABILITY ACT (ADA) AND THE REQUIREMENTS OF THE 2013 PROPOSED ACCESSIBILITY GUIDELINES FOR PEDESTRIAN FACILITIES (PROWAG). REFER TO STANDARD SHEET 608-01 FOR DETAILS.
13. ANY DAMAGE TO ROADWAY FEATURES CAUSED DIRECTLY OR INDIRECTLY BY THE CONTRACTOR'S OPERATIONS WITHIN NYS ROW SHALL BE REPAIRED TO MEET NYS DOT STANDARDS AT THE CONTRACTOR'S EXPENSE.
14. NYS DOT OPERATIONS TAKE PRECEDENCE OVER HIGHWAY WORK PERMIT OPERATIONS. CONTRACTOR SHALL NOT HAVE WORK OPERATIONS IN PAVEMENT DURING INCLEMENT WEATHER CONDITIONS OR DURING SNOW AND ICE REMOVAL OPERATIONS ON STATE HIGHWAYS.

TRAFFIC NOTES

- 1. THE CONTRACTOR SHALL BE RESPONSIBLE TO MAINTAIN THE CONSTRUCTION SITE IN A SAFE AND ORDERLY FASHION THROUGHOUT THE PERIOD OF CONSTRUCTION WITH MINIMAL DISRUPTION OF THROUGH TRAFFIC AND INGRESS AND EGRESS FOR ALL PRIVATE DRIVEWAYS, PUBLIC STREETS, AND ENTRANCES TO BUSINESSES ALONG THE ROUTE OF CONSTRUCTION.
2. TEMPORARY PAVEMENT WILL BE REQUIRED OVER EXCAVATIONS THAT ARE EXPECTED TO CARRY TRAFFIC. TEMPORARY PAVEMENT SHALL CONSIST OF 2 INCH THICK ASPHALT HOT MIX MATERIAL APPROVED BY THE RESIDENT ENGINEER (OR COLD PATCH DURING THE WINTER). THE COST OF FURNISHING, INSTALLING, AND MAINTAINING TEMPORARY PAVEMENT SHALL BE INCLUDED IN THE UNIT PRICE BID FOR ITEM 619.01 TEMPORARY WEARING SURFACE.
3. THE CONTRACTOR SHALL MAINTAIN TRAFFIC ALONG THE EXISTING ROADWAYS UNTIL THE WORK HAS BEEN COMPLETED AND READY FOR USE.

WORK ZONE TRAFFIC CONTROL GENERAL NOTES:

GENERAL NOTES:

- 1. THE TYPICAL DETAILS DEPICTED ON THE STANDARD SHEETS AND IN THE MUTCD, REFLECT THE MINIMUM REQUIREMENTS.
2. THE CONTRACTOR MUST SUBMIT TO THE ENGINEER, IN WRITING, PROPOSED REVISION TO THE TRAFFIC CONTROL PLAN FOR REVIEW AND APPROVAL BY THE REGIONAL DIRECTOR OR HIS/HER DESIGNEE FIVE (5) WORK DAYS PRIOR TO THE PLANNED IMPLEMENTATION OF SUCH PROPOSED REVISIONS, EXCEPT FOR CHANGES THAT ALTER THE SCOPE OF THE TRAFFIC CONTROL PLAN, SUCH CHANGES IN SCOPE MUST BE SUBMITTED TO THE ENGINEER FOR APPROVAL BY THE REGIONAL DIRECTOR OR HIS/HER DESIGNEE THIRTY (30) WORKING DAYS PRIOR TO IMPLEMENTATION OF SUCH REVISIONS.
3. THE CONTRACTOR SHALL PROVIDE THE ENGINEER, IN WRITING, WITH THE NAMES, ADDRESSES, AND TELEPHONE NUMBERS OF STAFF WHO ARE AUTHORIZED TO SECURE LABOR, MATERIALS, AND EQUIPMENT FOR EMERGENCY REPAIRS OUTSIDE NORMAL WORKING HOURS. THE ENGINEER WILL PROVIDE THE SUBMITTED INFORMATION TO REGIONAL MANAGEMENT, THE NEW YORK STATE POLICE, THE RESIDENT ENGINEER, AND THE LOCAL POLICE.

ACTIVITY AREA:

- 1. THE CONTRACTOR SHALL MAINTAIN A MINIMUM 500' LONGITUDINAL DISTANCE BETWEEN CONSTRUCTION OPERATIONS ON ALTERNATE SIDES OF THE ROADWAY, UNLESS OTHERWISE APPROVED BY THE ENGINEER.
2. WHEN TWO OR MORE AREAS ARE ADJACENT, OVERLAP, OR ARE IN CLOSE PROXIMITY, THE CONTRACTOR SHALL ENSURE THERE ARE NO CONFLICTING SIGNS AND THAT LANE CONTINUITY IS MAINTAINED THROUGHOUT ALL WORK AREAS.

SIGNS:

- 1. THE LOCATIONS OF THE SIGNS SHOWN ON THE WORK ZONE TRAFFIC CONTROL PLANS AND DETAILS MAY BE ADJUSTED BASED ON SIGHT DISTANCE AND OTHER CONSIDERATIONS. THE FINAL LOCATIONS OF SIGNS ARE SUBJECT TO APPROVAL BY THE ENGINEER.
2. ANY EXISTING SIGNS, INCLUDING OVERHEAD SIGNS, WHICH CONFLICT WITH THE TEMPORARY TRAFFIC CONTROL SIGN LAYOUT SHALL BE COVERED, REMOVED, STORED OR RESET, AS APPROVED BY THE ENGINEER. ALL APPROPRIATE EXISTING SIGNS SHALL BE RESTORED TO THEIR ORIGINAL CONDITION AND/OR LOCATION UNLESS OTHERWISE REPLACED IN THE CONTRACT.
3. SIGNS AT OR NEAR INTERSECTIONS SHALL BE PLACED SO THAT THEY DO NOT OBSTRUCT A MOTORIST'S LINE OF SIGHT.
4. ALL WARNING AND REGULATORY SIGNS SHALL BE POSTED ON BOTH SIDES OF MULTI-LANE DIVIDED HIGHWAYS, MULTI-LANE RAMPS, AND ONE-WAY STREETS, IN CASES WHERE LANE RESTRICTIONS REDUCE THE TRAVEL LANE TO ONE LANE. SIGNS SHALL BE POSTED ON THE RIGHT SIDE OF THE ACTIVE TRAVEL LANE, UNLESS OTHERWISE AUTHORIZED BY THE ENGINEER.
5. SIGNS MOUNTED ON THE MEDIAN OF DIVIDED HIGHWAYS WHERE MEDIAN BARRIER IS THE PLACE MAY BE MOUNTED ON THE BARRIER WITH A SADDLE TYPE BRACKET, LAYING THE SIGN DOWN IN A HORIZONTAL POSITION IS NOT PERMITTED.
6. THE DIMENSIONS OF WORK ZONE TRAFFIC CONTROL SIGNS ARE DESCRIBED IN THE MUTCD. ANY CHANGES TO THE DIMENSIONS SHALL BE APPROVED BY THE REGIONAL DIRECTOR OR BY HIS/HER DESIGNEE.
7. NYR9-12 MAY BE USED IN PLACE OF NYR9-11.

CHANNELIZING DEVICES:

- 1. WHERE POSSIBLE ALL CHANNELIZING AND GUIDING DEVICES ARE TO BE PLACED SO AS TO PROVIDE A MINIMUM 2' LATERAL CLEARANCE TO THE TRAVELED WAY.
2. DRUMS SHALL BE USED FOR ANY LANE CLOSURES OR SHOULDER CLOSURES WHICH ARE TO REMAIN OVERNIGHT.

PUBLIC ACCESS:

- 1. PROPERTY OWNERS WHOSE DRIVEWAYS WILL BE MADE INACCESSIBLE SHALL BE NOTIFIED BY THE CONTRACTOR AT LEAST 24 HOURS PRIOR TO RESTRICTING USE OF THE DRIVEWAY, FOR MULTIPLE ACCESS PROPERTIES, AT LEAST ONE DRIVEWAY SHALL BE OPEN AT ALL TIMES. ACCESS SHALL BE RESTORED TO ALL DRIVEWAYS AS SOON AS POSSIBLE.
2. SUITABLE RAMPS SHALL BE INSTALLED TO MAINTAIN SMOOTH TRANSITIONS FROM RESIDENTIAL AND COMMERCIAL DRIVEWAYS TO AND FROM THE WORK AREA.

LANE CLOSURES:

- 1. THE CONTRACTOR SHALL LOCATE LANE CLOSURES TO PROVIDE OPTIMUM VISIBILITY, I.E. BEFORE CURVES AND CRESTS, TO THE EXTENT CONDITIONS PERMIT.
2. THE ENGINEER MAY REQUIRE THAT ALL LANES BE RE-OPENED AT ANY TIME IF THE ROUTE IS NEEDED FOR EMERGENCY PURPOSES, THIS COULD INCLUDE INCIDENTS AT LOCATIONS OUTSIDE THE CONTRACT LIMITS.

LANE WIDTH:

- 1. UNLESS AUTHORIZED BY THE ENGINEER, THE MINIMUM LANE WIDTHS FOR WORK ZONE TRAVEL LANES SHALL BE AS FOLLOWS: FREEWAYS AND/OR EXPRESSWAYS IS 11'. THE MINIMUM LANE WIDTH FOR ALL OTHER TYPES OF ROADWAYS IS 10'.
2. THE CONTRACTOR SHALL PROVIDE WRITTEN NOTICE TO THE ENGINEER, A MINIMUM OF 21 CALENDAR DAYS IN ADVANCE OF PERFORMING ANY WORK THAT RESULTS IN THE REDUCED WIDTH OF AN EXISTING ROADWAY, SO THAT THE ENGINEER MAY NOTIFY THE REGIONAL PERMIT ENGINEER IN A TIMELY MANNER.

BARRIER/SHADOW VEHICLES:

- 1. BARRIER AND SHADOW VEHICLES SHALL BE REQUIRED AS PER STANDARD SHEET TITLED "WORK ZONE TRAFFIC CONTROL LEGEND AND TABLES".
2. NO WORK ACTIVITY, EQUIPMENT, VEHICLES AND/OR MATERIALS SHALL BE LOCATED BETWEEN THE BARRIER OR SHADOW VEHICLE AND THE ACTIVE WORK AREA (ROLL AHEAD DISTANCE).
3. THE CONTRACTOR MAY BE REQUIRED TO PROVIDE A BARRIER VEHICLE IN CONJUNCTION WITH POLICE PRESENCE IN THE WORK ZONE, TO BE INCLUDED IN THE UNIT BID PRICE FOR BASIC WORK ZONE TRAFFIC CONTROL.

WORK ZONE TRAFFIC CONTROL SPECIAL NOTES:

- 1. TEMPORARY LANE CLOSURE RESTRICTIONS FOR MAJOR HOLIDAYS

THERE SHALL BE NO TEMPORARY LANE CLOSURES ON ROADWAY FACILITIES OWNED AND/OR MAINTAINED BY NYS DOT ON THE MAJOR HOLIDAYS LISTED BELOW.

CONSTRUCTION ACTIVITIES THAT WILL RESULT IN TEMPORARY LANE/SHOULDER CLOSURES SHALL BE SUSPENDED TO MINIMIZE TRAVEL DELAYS ASSOCIATED WITH ROAD WORK FOR MAJOR HOLIDAYS AS FOLLOWS:

Table with 3 columns: HOLIDAY, FALLS ON, TEMPORARY LANE CLOSURES ARE NOT ALLOWED FROM. Rows include New Year's Day, Independence Day, Christmas Day, Memorial Day, Labor Day, Thanksgiving Day.

EXCEPTIONS CAN ONLY BE MADE UNDER THE FOLLOWING CONDITIONS:
• EMERGENCY WORK.
• WORK WITHIN LONG-TERM STATIONARY LANE CLOSURES.
• SAFETY WORK THAT DOES NOT ADVERSELY IMPACT TRAFFIC MOBILITY AND HAS BEEN AUTHORIZED BY THE OFFICE OF TRAFFIC SAFETY & MOBILITY.

NOTE: THE DEPARTMENT RESERVES THE RIGHT TO CANCEL ANY WORK OPERATIONS, INCLUDING LANE CLOSURES AND/OR TOTAL ROAD CLOSURES, THAT WOULD CREATE TRAFFIC DELAYS BY UNFORESEEN EVENTS. THE CONTRACTOR WOULD BE NOTIFIED AT LEAST SEVEN (7) CALENDAR DAYS PRIOR TO THE PROPOSED WORK.

PAVEMENT NOTES

- 1. WHEN MATCHING INTO EXISTING PAVEMENT GRADES, CONTRACTOR SHALL SAW CUT THE EXISTING PAVEMENT WITH A NEAT, STRAIGHT VERTICAL EDGE. THE CONTRACTOR SHALL WARP NEW PAVEMENT GRADES TO MATCH EXISTING PAVEMENT GRADES, SAW CUT A MINIMUM OF 2 INCH. THE COST TO CONSTRUCT AND SEAL THE JOINT SHALL BE INCLUDED IN THE ASSOCIATED ASPHALT ITEMS.
2. PRIOR TO PAVING THE DRIVEWAY, THE CONTRACTOR SHALL SAW CUT A NEAT STRAIGHT JOINT ACROSS INTERSECTION, AT FULL DEPTH OF THE TOP COURSE. PAVING UP TO ROLLED OVER EDGES FROM PREVIOUS MAINLINE PAVING OPERATIONS WILL NOT BE ACCEPTABLE. THE COST TO SAW CUT, TACK COAT (IF NECESSARY) AND SEAL THESE JOINTS SHALL BE INCLUDED IN THE UNIT PRICE BID FOR THE ASPHALT ITEMS. NO SEPARATE PAYMENT WILL BE MADE FOR THIS WORK.
3. AT ALL PAVEMENT LIMIT LINES A JOINT SEALER SHALL BE INSTALLED. THE COST TO CONSTRUCT THESE JOINTS ALONG WITH SEALING ALL JOINTS (INCLUDING JOINTS AT CENTERLINE OR JOINTS AT MAIN LINE TO SIDE STREET) SHALL BE INCLUDED IN THE PAYMENT FOR ASPHALT TOP.
4. SAW CUTS MADE IN THE ROADWAY ARE TO BE FULL DEPTH, WITH ALL OTHER SAW CUTS BEING A MINIMUM OF 2 INCH IN DEPTH. SAW CUTS ARE TO BE MADE WHERE REQUIRED ON THE PLANS AND AS SHOWN ON THE DETAILS. THE COST OF ALL SAW CUTS IS TO BE INCLUDED IN THE RESPECTIVE WORK RELATED ITEM(S). ALL SAW CUTS ARE TO BE SEALED WITH AN ASPHALT FILLER PER NYS DOT MATERIAL DESIGNATION 702-3401, THE COST OF WHICH IS TO BE INCLUDED IN THE UNIT PRICE BID FOR THE RESPECTIVE WORK RELATED ITEM(S).
5. WHERE SIDEWALKS, DRIVEWAYS, AND OTHER PAVED AREAS ARE NOTED TO BE REMOVED ON THE PLANS, THE PAYMENT SHALL BE MADE BY THE RESPECTIVE ITEMS OR UNCLASSIFIED EXCAVATION, TOPSOIL INSTALLATION, AND SEEDING OR OTHER DESIGNATED SURFACE TREATMENT.
6. ALL BACKFILL MATERIAL, AND PAVEMENT SUBBASE MATERIAL SHALL BE PLACED IN 6 INCH LIFTS AND THOROUGHLY COMPACTED TO 95% OF MAXIMUM DENSITY AT OPTIMUM MOISTURE CONTENT AS DETERMINED BY ASTM D-1557. THE PROCTOR VALUE AND OPTIMAL MOISTURE CONTENT OF THE APPROVED SUBBASE MATERIAL WILL BE OBTAINED BY THE CONTRACTOR AND PROVIDED TO THE OWNER IN A TIMELY MANNER AT NO ADDITIONAL COST. THE FIELD TESTING OF THE SUBBASE TOP COMPACTOR WILL PERFORMED BY THE OWNER.
7. CONTAMINATION OF THE SUBBASE PRIOR TO ASPHALT CONSTRUCTION WILL BE REPLACED AT THE CONTRACTOR'S EXPENSE.

SIGN NOTES

- 1. ALL EXISTING SIGNS WITHIN THE CONTRACT LIMITS SHALL BE MAINTAINED AND/OR RELOCATED BY THE CONTRACTOR.
2. EXISTING SIGNS SHALL NOT BE REMOVED UNTIL THEIR USE IS NO LONGER REQUIRED.
3. PROPOSED AND RELOCATED SIGNS SHALL BE INSTALLED AS SOON AS THEIR USE IS WARRANTED.
4. SIGN LOCATIONS AS SHOWN ON THE PLANS ARE APPROXIMATE. THE CONTRACTOR SHALL RELOCATE EXISTING SIGNS AND INSTALL NEW SIGNS IN ACCORDANCE WITH THE CURRENT NATIONAL MUTCD WITH NYS SUPPLEMENT.

SURVEY NOTES

- 1. ALL RIGHT-OF-WAY MONUMENTS AND PROPERTY CORNERS ARE TO BE SAFEGUARDED AND PRESERVED. ALL PROPERTY CORNERS THAT ARE DISTURBED BY THE CONTRACTOR DURING CONSTRUCTION ARE TO BE REPLACED AND CERTIFIED BY A N.Y.S. LICENSED SURVEYOR AT THE CONTRACTOR'S EXPENSE.
2. ANY IRON PINS, CONCRETE MONUMENTS, SURVEY MONUMENTS, OR OTHER ITEMS DEFINING PROPERTY LINES OR BASELINES WHICH ARE DISTURBED BY CONSTRUCTION OPERATIONS SHALL BE PROPERLY TIED AND ACCURATELY RESET UPON COMPLETION OF WORK. PAYMENT SHALL BE INCLUDED UNDER ITEM 625.01.

UTILITY NOTES

- 1. THE CONTRACTOR SHALL BE REQUIRED TO COORDINATE ALL CONSTRUCTION ACTIVITIES WITH ANY AFFECTED UTILITY COMPANIES.
2. EXISTING UTILITIES (LOCATIONS, SIZES, AND INVERTS) SHOWN ON THE PLANS HAVE BEEN PLOTTED FROM THE FIELD SURVEYS AND RECORD MAPS AND ARE NOT CERTIFIED AS TO THE ACCURACY OF THEIR LOCATION OR COMPLETENESS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINING THE EXACT LOCATIONS AND DEPTHS OF ALL UTILITIES AND STRUCTURES IN THE PATH OF OR CLOSELY PARALLEL TO OR UNDER THE PROPOSED CONSTRUCTION. IT IS THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE VARIOUS UTILITY OWNERS IN AMPLE TIME FOR THEM TO LOCATE AND MARK THEIR FACILITIES. THE CONTRACTOR SHALL ALSO NOTIFY CONTROL STAKEOUT AT LEAST 48 HOURS IN ADVANCE OF COMMENCING ANY WORK (UFPD TELEPHONE NO. 1-800-962-7962) AND ANY UTILITIES NOT SEVED BY UFPD.
3. THE LOCATION, DEPTHS, AND DATA AS TO UNDERGROUND CONDITIONS HAVE BEEN OBTAINED FROM RECORDS, SURFACE INDICATIONS, AND DATA FURNISHED BY OTHERS.
4. THE CONTRACTOR SHALL TAKE ALL PRECAUTIONS NECESSARY TO PRESERVE THE INTEGRITY OF EXISTING UTILITIES TO REMAIN AND SHALL PROVIDE UNINTERRUPTED SERVICE TO ALL USERS OF THE EXISTING UTILITIES. EXISTING UTILITIES TO REMAIN, ENCOUNTERED IN TRENCH OR PAVEMENT RECONSTRUCTION EXCAVATIONS SHALL BE SUPPORTED AS NECESSARY OR AS ORDERED BY THE RESIDENT ENGINEER. THE COST FOR SUPPORTING UTILITIES SHALL BE INCLUDED IN THE PRICE BID FOR EXCAVATION ITEMS.
5. ADJUSTMENT, RELOCATION OR REPLACEMENT OF EXISTING TELEPHONE, ELECTRIC, GAS, CABLE TELEVISION, AND OTHER PRIVATE UTILITIES SHALL BE COORDINATED BY CONTRACTOR WITH AFFECTED AGENCY.
6. ALL EXISTING SANITARY OR STORM SEWER PIPES AND UNDERDRAINS ENCOUNTERED DURING CONSTRUCTION SHALL BE PROTECTED FROM DAMAGE AND RECONNECTED TO MAIN SEWER AS ORDERED BY THE TOWN.

EROSION CONTROL NOTES:

- 1. EROSION CONTROL DEVICES SHALL BE INSTALLED ON SITE PRIOR TO ANY WORK.
2. ON-SITE BURIAL OF MATERIAL CLEARED FROM WORK AREA IS NOT PERMITTED. CONTRACTOR SHALL DISPOSE OF OFF-SITE IN A LOCATION APPROVED BY LOCAL AND STATE ORDINANCES.
3. THE CONTRACTOR SHALL PROVIDE DUST CONTROL BY WATERING AS NEEDED.
4. THE CONTRACTOR SHALL KEEP ALL PUBLIC ROADS CLEAN OF MUD AND DEBRIS AT ALL TIMES.
5. THE CONTRACTOR SHALL PROVIDE ADDITIONAL TEMPORARY EROSION CONTROLS, WITH APPROVAL FROM THE TOWN, WHERE PROPOSED EROSION CONTROL IS INSUFFICIENT TO PREVENT SILTATION OF DOWNSTREAM PROPERTIES.
6. IT IS THE CONTRACTOR'S RESPONSIBILITY TO MAINTAIN ALL EROSION CONTROL DEVICES AND TEMPORARY SEEDING UNTIL A PERMANENT COVER OF VEGETATION IS ESTABLISHED AND APPROVAL IS GRANTED BY THE TOWN. MAINTENANCE INCLUDES, BUT IS NOT LIMITED TO, THE REMOVAL OF ACCUMULATED SEDIMENT FROM BEHIND SILT FENCE, WATERING SEEDED AREAS AND RESEEDING BARE AREAS AND THE CLEANING AND RESTORATION OF DOWNSTREAM FACILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVAL OF DEVICES.
7. EROSION CONTROL DEVICES SHALL BE INSTALLED AND MAINTAINED ON SITE IN ACCORDANCE WITH THESE PLANS AND THE NYS DEC STANDARDS AND SPECIFICATIONS FOR EROSION AND SEDIMENT CONTROLS.
8. DIRECT RUNOFF DURING CONSTRUCTION TO TEMPORARY SEDIMENT BASINS PRIOR TO IT ENTERING CATCH BASINS.
9. PROPOSED GRADES SHALL NOT EXCEED 1' VERTICAL TO 3' HORIZONTAL WITHOUT SLOPE STABILIZATION MEASURES.
10. ALL MAINTENANCE AND CLEANLINESS OF PUBLIC ROADS DURING THE CONSTRUCTION PHASE IS TO SATISFACTION OF THE TOWN'S DEPARTMENT OF PUBLIC WORKS.
11. THERE SHALL BE NO DISTURBANCE TO NEIGHBORING PROPERTIES DURING CONSTRUCTION.
12. THE CONTRACTOR IS REQUIRED TO TOPSOIL, SEED, AND MULCH ALL DISTURBED AREAS AS SOON AS POSSIBLE AFTER GRADING TO THE SATISFACTION OF THE TOWN.

STABILIZATION/SEEDING NOTES:

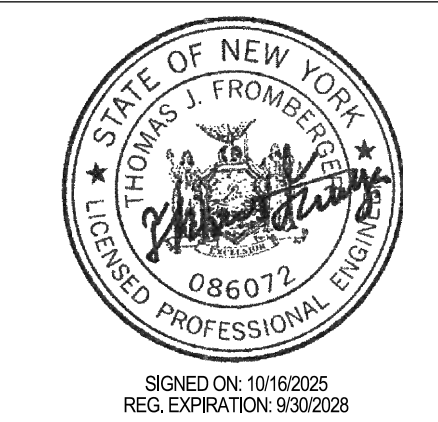
- 1. TEMPORARY SEED MIX SHALL BE USED FOR STABILIZATION DURING CONSTRUCTION. USE THE FOLLOWING PROPORTIONS BY WEIGHT:
- 100% RYE GRASS (ANNUAL OR PERENNIAL)
- SEEDING RATE: 50 LBS./ACRE
- FERTILIZER: 5:10:10 AT A RATE OF 600 LBS./ACRE
- MULCH WITH STRAW AT A RATE OF 4000 LBS./ACRE
- SUBSTITUTE WINTER RYE AT 100 LBS./ACRE IF SEEDING IN OCTOBER/NOVEMBER.
2. LAWN SEED MIX (TYPE "A", MOWED) SHALL BE USED IN ALL OPEN AREAS INCLUDING R.O.W., OPEN SPACE, ISLANDS AND LAWNS UNLESS ANOTHER SEED MIX IS SPECIFIED. USE THE FOLLOWING PROPORTIONS BY WEIGHT:
- 30% CITATION PERENNIAL RYE
- 15% GLADE CERTIFIED KENTUCKY BLUE
- 35% ADELPHI CERTIFIED KENTUCKY BLUE
- 10% PENNLAWN RED FESCUE
- 10% WALDORF CHEWINGS FESCUE
- SEEDING RATE: 5.0 LBS. PER 1,000 SQ. FT.
- FERTILIZER: 10:10:10; RATE: 1,000 LBS. PER ACRE
- MULCH ALL SEEDED AREAS WITH APPROVED STRAW AT A RATE OF 4,000 LBS. PER ACRE.
3. GRASSED WATERWAY SEED MIX - USE THE FOLLOWING PROPORTIONS BY WEIGHT:
- 45% KENTUCKY BLUE GRASS
- 35% CREEPING RED FESCUE
- 20% PERENNIAL RYE GRASS
- SEEDING RATE: 55.0 LBS./ACRE
- FERTILIZER: 50 LBS. N.P. AND K PER ACRE
- MULCH WITH STRAW AT A RATE OF 4000 LBS./ACRE
- MULCH SHALL BE ANCHORED WITH JUTE MESH OR EQUIVALENT BIODEGRADABLE MATERIAL APPROVED BY ENGINEER.
4. EXISTING VEGETATION SHALL BE MAINTAINED IN ALL AREAS DESIGNATED ON THE PLANS.
5. TOPSOIL SHALL BE SUPPLIED BY STRIPPING AND STOCKING ON-SITE MATERIAL. IT SHALL BE FERTILE SOIL, FRIABLE AND PRIMARILY FREE OF STONES, CLAY AND ROOTS.
6. A MINIMUM OF 6" OF TOPSOIL SHALL BE PROVIDED ON ALL AREAS TO BE SEEDDED WITH THE EXCEPTION OF THE NYS DOT RIGHT OF WAY.
7. LANDSCAPING SHALL BE PERFORMED BY EXPERIENCED LOCAL COMPANIES.
8. THE CONTRACTOR SHALL MAINTAIN ALL PLANTINGS UNTIL FINAL ACCEPTANCE OF THE PROJECT BY THE TOWN AND OWNER. MAINTENANCE SHALL INCLUDE WATERING, WEEDING, MULCHING, AND FERTILIZING TO INSURE A HEALTHY GROWTH OF ALL SEEDDED AREAS.
9. NYS DOT RIGHT OF WAY SHALL BE RESTORED PER NYS DOT STANDARD SPECIFICATIONS SECTIONS 610 AND 713-04.

REFERENCE:

- 1. TOPOGRAPHIC AND RIGHT-OF-WAY BOUNDARY SURVEY PERFORMED BY KOCHER SURVEYING DATED FEBRUARY 2025.
2. WETLAND DELINEATION BOUNDARY PERFORMED BY NYSDEC - Benjamin Carson, M.S. - JUNE 2025.
3. FIELD LOCATION OF DELINEATED MARKERS PERFORMED BY MRB GROUP JUNE 2025.



MRB Group Engineering, Architecture & Surveying, D.P.C.
THE CULVER ROAD ARMORY
145 CULVER ROAD, SUITE 160
ROCHESTER, NY 14620
585-381-9250
WWW.MRBGROUP.COM
CERTIFICATE OF AUTHORIZATION: 017783



DRAWING ALTERNATION: THE FOLLOWING IS AN EXCERPT FROM THE NEW YORK EDUCATIONAL LAW, ARTICLE 130, SECTION 3020.1, WHICH PROVIDES THAT THE SIGNATURE OF A REGISTERED PROFESSIONAL ENGINEER OR LAND SURVEYOR IS A PUBLIC OFFICIAL ACT AND THAT THE SIGNATURE OF A REGISTERED PROFESSIONAL ENGINEER OR LAND SURVEYOR IS A PUBLIC OFFICIAL ACT AND THAT THE SIGNATURE OF A REGISTERED PROFESSIONAL ENGINEER OR LAND SURVEYOR IS A PUBLIC OFFICIAL ACT AND THAT THE SIGNATURE OF A REGISTERED PROFESSIONAL ENGINEER OR LAND SURVEYOR IS A PUBLIC OFFICIAL ACT.
ALTERATION AND A SPECIFIC DESCRIPTION OF THE ALTERATION:
CORRECTED: 6/25/25

10/16/25 9/26/25
REVISION PER NYS DOT
REVISION PER TOWN & NYS DOT
REVISION DESCRIPTION

ISSUED FOR REVIEW

1335.25003

MRB PROJECT #

TGF

BY

DATE

JUNE 2025

DATE

DATE

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NOTES



GENERAL NOTES

1. THE TYPICAL DETAILS DEPICTED ON THE STANDARD SHEETS AND IN THE MUTCD, REFLECT THE MINIMUM REQUIREMENTS.
2. PROPOSED REVISIONS TO THE TRAFFIC CONTROL PLAN SHALL BE PROVIDED, IN WRITING, TO THE DOT ENGINEER FOR REVIEW AND APPROVAL. BY THE REGIONAL DIRECTOR OR RESPECTIVE DESIGNER. THE WORK SHALL BE PROVIDED TO THE PLANNED IMPLEMENTATION OF SUCH PROPOSED REVISIONS, EXCEPT FOR CHANGES THAT ALTER THE SCOPE OF THE TRAFFIC CONTROL PLAN. SUCH CHANGES IN SCOPE MUST BE SUBMITTED TO THE ENGINEER FOR APPROVAL BY THE REGIONAL DIRECTOR OR HIS/HER DESIGNEE THIRTY (30) WORK DAYS PRIOR TO IMPLEMENTATION OF SUCH REVISIONS.
3. THE NAMES, ADDRESSES, AND TELEPHONE NUMBERS OF STAFF WHO ARE AUTHORIZED TO SIGN LABOR MATERIALS AND EQUIPMENT FOR EMPLOYEE RESOURCES OUTSIDE NORMAL WORKING HOURS SHALL BE PROVIDED, IN WRITING, TO THE REGIONAL ENGINEER. THE ENGINEER WILL PROVIDE THE SUBMITTED INFORMATION TO REGIONAL MANAGEMENT, THE NEW YORK STATE POLICE, THE RESIDENT ENGINEER, AND THE LOCAL POLICE.
4. STANDARD SHEET 619-503 MAY BE USED FOR AN OFFSITE DETOUR SETUP FOR BOTH LONG TERM AND SHORT TERM WORK OPERATIONS.
5. REGIONAL HIGH-VOLVAGE RESTRICTIONS SHALL BE FOLLOWED. CONSULT WITH DOT ENGINEER IF EXCEPTIONS ARE NEEDED.
6. PLAN AHEAD TO AVOID CONFLICTING WORK ZONES. CHECK FOR CONSTRUCTION PRODUCTS, CLOSURES, & RESTRICTIONS AT WWW.147.NY.gov/ROADWORK/PROJECTS, AND WITH NYSDOT ENGINEER.
7. WORK ZONE INCIDENTS SHALL BE DOCUMENTED AND REPORTED USING EITHER THE DEPARTMENT'S WORK ZONE INCIDENT FORM OR THE CONSTRUCTION INCIDENT REPORTING SYSTEM AS APPROPRIATE.
8. CONSIDER CLOSURE WIDTH AND THE ABILITY TO ACCOMMODATE WIDE LOAD VEHICLES BEFORE ESTABLISHING WORK ZONES.
9. IF THE WORK ZONE AFFECTS AN EXISTING ACCESSIBLE AND DETECTABLE PEDESTRIAN FACILITY, ACCESSIBILITY AND DETECTABILITY SHALL BE PROVIDED ALONG THE ALTERNATE ROUTE.

LANE WIDTHS

1. UNLESS AUTHORIZED BY THE ENGINEER, THE MINIMUM LANE WIDTHS FOR WORK ZONE TRAVEL LINES SHALL BE AS FOLLOWS:
 - PROTECTIVE VEHICLE LIGHT (PVL) SHALL HAVE A MINIMUM GYW OF 5.000 LBS. OR GREATER.
 - PROTECTIVE VEHICLE HEAVY (PHV) SHALL HAVE A MINIMUM GYW OF 22,000 LBS. OR GREATER.
2. IF THE PROTECTIVE VEHICLE ENCLOSED INTO THE TRAVEL LANE, OR IF IT REMAINS ENTIRELY ON THE SHOULDER OF ANY HIGH-SPEED ROAD WORK IT SHALL BE EQUIPPED WITH A DEVIATED TRUCK/TRAILER MOUNTED IMPACT ATTENUATOR (TMIA). SEE TABLE 011-01 ON SHEET 011-01. BALLAST MAY BE USED TO STABILIZE A LETTER VEHICLE UP TO THE INDICATED WEIGHT PROVIDED THE BALLAST IS SECURELY CONTAINED WITH AN ENCLOSED BODY OR OTHERWISE SECURELY FASTENED TO THE VEHICLE. PERMANENT TO FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION (FMCSA) CARGO SECUREMENT RULES, SUCH THAT:
 - THE BALLAST WILL NOT SEPARATE FROM THE VEHICLE UPON IMPACT AND
 - THE BALLAST WEIGHT WILL NOT EXCEED THE MANUFACTURER'S GROSS VEHICLE WEIGHT RATING (GVWR).
 - TRUCK/TRAILER MOUNTED IMPACT ATTENUATORS SHALL NOT BE MOUNTED/INSTALLED ON VEHICLES WITH A GROSS WEIGHT LOWER THAN THAT IS NORMALLY REQUIRED BY THE MANUFACTURER OF THE TMIA.
3. WHEN A PROTECTIVE VEHICLE IS USED IN ADVANCE OF EITHER MOVING OR STATIONARY OPERATIONS TO DISPLAY MESSAGE IT IS REFERRED TO AS A SHADOW VEHICLE.
 - OTHERWISE, TOLERANCE FOR EACH DIMENSION IS THE LESSEST OF THE MINIMUM DIMENSION SHOWN OR 1/8" TOLERANCE FOR 3" IS 3/16" & TOLERANCE FOR 10" IS 6/16".
 - TOLERANCE ARE NOT DIMENSIVE, ABOVE DOES NOT APPLY WHEN ANY RANGE, MAXIMUM OR MINIMUM DIMENSION ON A CONTEXT SPECIFIC TOLERANCE IS SPECIFIED.
4. WHEN A PROTECTIVE VEHICLE IS USED IN ADVANCE OF EITHER MOVING OR STATIONARY OPERATIONS TO DISPLAY MESSAGE IT IS REFERRED TO AS AN ADVANCE WARNING VEHICLE. WHEN SIGNS ARE MOUNTED ON AN ADVANCED WARNING VEHICLE, THEY SHALL NOT OBSTRUCT VISIBILITY OF ANY LIGHTS, SIGNALS OR WARNING LIGHTS ON SUCH VEHICLES MOUNTED ON THE VEHICLE OR TRUCK MOUNTED ARROW BOARDS.
5. IN A MOVING OPERATION OR IN A STATIONARY OPERATION THAT OCCUPIES A LOCATION FOR UP TO 1 HOUR, THE OPERATOR SHALL REMAIN IN THE PROTECTIVE VEHICLE WITH THE SAFETY BELT AND PROPERLY POSITIONED SEATBELT. ADVANCE WARNING VEHICLES SHALL KEEP THE WHEELS ALIGNED WITH THE LANE STOPPING AND LANE TO MAINTAIN LANE DISCIPLINE AND TO STAY IN LANE OF TRUCK. THE PARKING BRAKE SHALL BE SET WHENEVER POSSIBLE. TWO-WAY RADIOS SHOULD BE USED TO COMMUNICATE BETWEEN THE OPERATOR AND THE WORK CREW.
6. IN A STATIONARY OPERATION THAT OCCUPIES A LOCATION FOR MORE THAN 1 HOUR, ONCE THE PROTECTIVE VEHICLE IS IN POSITION, THE OPERATOR SHALL BE POSITIONED PARALLEL TO TRAFFIC, PARKING BRAKE SET, AND PROPERLY POSITIONED SEATBELT. ADVANCE WARNING VEHICLES SHALL KEEP THE WHEELS ALIGNED WITH THE LANE STOPPING AND LANE TO MAINTAIN LANE DISCIPLINE AND TO STAY IN LANE OF TRUCK. THE PARKING BRAKE SHALL BE SET WHENEVER POSSIBLE. TWO-WAY RADIOS SHOULD BE USED TO COMMUNICATE BETWEEN THE OPERATOR AND THE WORK CREW.
7. IN A STATIONARY OPERATION THAT OCCUPIES A LOCATION FOR MORE THAN 1 HOUR, ONCE THE PROTECTIVE VEHICLE IS IN POSITION, THE OPERATOR SHALL BE POSITIONED PARALLEL TO TRAFFIC, PARKING BRAKE SET, AND PROPERLY POSITIONED SEATBELT. ADVANCE WARNING VEHICLES SHALL KEEP THE WHEELS ALIGNED WITH THE LANE STOPPING AND LANE TO MAINTAIN LANE DISCIPLINE AND TO STAY IN LANE OF TRUCK. THE PARKING BRAKE SHALL BE SET WHENEVER POSSIBLE. TWO-WAY RADIOS SHOULD BE USED TO COMMUNICATE BETWEEN THE OPERATOR AND THE WORK CREW.
8. NO WORK ACTIVITY, EQUIPMENT, VEHICLES AND/OR MATERIALS SHALL BE PLACED BETWEEN THE PROTECTIVE VEHICLE AND THE ACTIVE WORK AREA ROLL AHEAD DISTANCE.
9. DIRECT VERBAL COMMUNICATION BETWEEN THE PROTECTIVE VEHICLES AND THE WORK VEHICLES/EQUIPMENT SHALL BE UTILIZED WHEN AVAILABLE.

CHANNELIZING DEVICES

1. WHERE POSSIBLE ALL CHANNELIZING AND GUIDING DEVICES ARE TO BE PLACED 50 AS TO PROVIDE A MINIMUM 5' LATERAL CLEARANCE TO THE TRAVELED WAY.
2. A DROP-OFF OF GREATER THAN 24 INCHES WITHIN 10 FEET FROM THE EDGE OF THE TRAVELED WAY TO REMAIN AT THE END OF THE WORK SHIFT SHALL BE SEPARATED FROM TRAFFIC WITH POSITIVE BARRIERS. 120 POSTED SPEED LIMIT OF 45 MPH AND LESS, A DROP-OFF OF GREATER THAN 24 INCHES WITHIN 10 FEET FROM THE EDGE OF THE TRAVELED WAY THAT IS 20 FEET OR LESS IN LENGTH WILL BE ALLOWED WITH CHANNELIZING DEVICES CONSISTING OF BUNDS, CONE TRAIL LINES, OR OVERLAPPED VERTICAL PANELS ONLY AT A MAXIMUM SPACING OF 50 FEET FOR SHORT DURATIONS NOT TO EXCEED THE WORK SHIFT.
3. TEMPORARY POSITIVE BARRIER MAY BE SUBSTITUTED WITH DRUM CHANNELIZING DEVICES, IN SOME CIRCUMSTANCES, WITH APPROVAL OF THE REGIONAL TRAFFIC ENGINEER BASED ON GUIDANCE FOUND IN THE HIGHWAY DESIGN MANUAL AND ENGINEERING JUDGMENT.

PUBLIC ACCESS

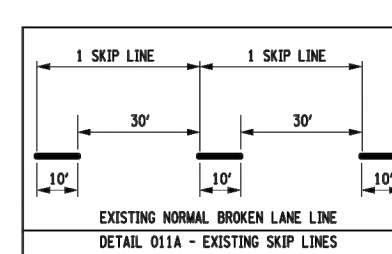
1. PROPERTY OWNERS WHOSE DRIVEWAYS WILL BE MADE UNACCESSIBLE SHALL BE NOTICED AT LEAST 24 HOURS PRIOR TO RESTRICTIVE USE OF THE DRIVEWAY. FEES MAY BE APPLIED. PROPERTIES, AT LEAST ONE DRIVEWAY SHALL BE OPEN AT ALL TIMES. ACCESS SHALL BE RESTORED TO ALL DRIVEWAYS AS SOON AS POSSIBLE.
2. SUITABLE RAMPS SHALL BE INSTALLED TO MAINTAIN SMOOTH TRANSITIONS FROM RESIDENTIAL AND COMMERCIAL DRIVEWAYS TO AND FROM THE WORK AREA.

LANE CLOSURES

1. LANE CLOSURES SHALL BE LOCATED TO PROVIDE OPTIMUM VISIBILITY, I.E. BEFORE CURVES AND OBSTACLES, TO THE EXTENT CONDITIONS PERMIT.
2. THE ENGINEER MAY REQUIRE THAT ALL LANES BE RE-OPENED AT ANY TIME IF THE ROUTE IS NEEDED FOR EMERGENCY PURPOSES. THIS COULD INCLUDE INCIDENTS AT LOCATIONS OUTSIDE THE CONTRACT LIMITS.
3. EACH ARROW PANEL SHALL BE VISIBLE 1500 FEET IN ADVANCE FROM ANY POINT WITHIN THE ROADWAY.

TOLERANCE NOTE

1. ALL DIMENSIONS ON ANY 619 STANDARD SHEET ARE NOMINAL.
- WHEN A DECIMAL POINT WITH SIGNIFICANT DIGITS TO THE RIGHT OF IT IS/ARE PRESENT, TOLERANCE FOR EACH DIMENSION IS THE HALF OF THE LAST SIGNIFICANT DIGIT IN THE LIMITS SHOWN. E.G. 1.2 IS .005 & 1.00 IS .005/1"
- OTHERWISE, TOLERANCE FOR EACH DIMENSION IS THE LESSEST OF THE MINIMUM DIMENSION SHOWN OR 1/8" TOL. TOLERANCE FOR 3" IS 3/16" & TOLERANCE FOR 10" IS 6/16".
- TOLERANCE ARE NOT DIMENSIVE, ABOVE DOES NOT APPLY WHEN ANY RANGE, MAXIMUM OR MINIMUM DIMENSION ON A CONTEXT SPECIFIC TOLERANCE IS SPECIFIED.



SYMBOL	DESCRIPTION
[Symbol]	ARROW PANEL
[Symbol]	ARROW PANEL CAUTION MODE
[Symbol]	ARROW PANEL TRAILER OR SUPPORT
[Symbol]	CHANGEABLE MESSAGE SIGN (PMS)
[Symbol]	CHANNELIZING DEVICE
[Symbol]	CONE
[Symbol]	CRASH CUSHION/TEMPORARY IMPACT ATTENUATOR
[Symbol]	DIRECTION OF TEMPORARY TRAFFIC DETOUR
[Symbol]	DIRECTION OF TRAFFIC
[Symbol]	AUTOMATED FLAGGER ASSISTANCE DEVICE WITH OPERATOR
[Symbol]	FLAGGER
[Symbol]	FLAG TREE
[Symbol]	LAMINAIRE
[Symbol]	MOWER
[Symbol]	PARKWAY GRASS SHOULDER
[Symbol]	PAVEMENT MARKINGS THAT SHALL BE REMOVED FOR A LONG TERM PROJECT
[Symbol]	PORTABLE MESSAGE SIGN
[Symbol]	ORANGE FLAGS (MIN. 10" X 18")
[Symbol]	TRAILER FOR ARROW PANEL OR PORTABLE MESSAGE SIGN (PMS)

SYMBOL	DESCRIPTION
[Symbol]	SIGN TEMPORARY
[Symbol]	SPOTTER
[Symbol]	TEMPORARY POSITIVE BARRIER
[Symbol]	TEMPORARY POSITIVE BARRIER WITH WARNING LIGHTS
[Symbol]	TEMPORARY TRAFFIC SIGNAL HEAD
[Symbol]	TYPE III BARRICADE
[Symbol]	WARNING LIGHTS
[Symbol]	WORK AREA
[Symbol]	WORK VEHICLE
[Symbol]	WORK VEHICLE MALFUNCTION/NEEDS OPERATION
[Symbol]	WORK VEHICLE PAVEMENT MARKING
[Symbol]	WORK VEHICLE SIGNAL WORK
[Symbol]	PROTECTIVE VEHICLE
[Symbol]	PROTECTIVE VEHICLE LIGHT
[Symbol]	PROTECTIVE VEHICLE HEAVY
[Symbol]	TRUCK/TRAILER MOUNTED IMPACT ATTENUATOR (TMIA)

NEW YORK Department of Transportation
U.S. CUSTOMARY STANDARD SHEET

WORK ZONE TRAFFIC CONTROL GENERAL NOTES (SHEET 1 OF 2)

APPROVED DECEMBER 21, 2022 ISSUED UNDER E1 22-033
Robert C. Limoges, P.E., DIRECTOR, OTSM 619-011

ERRATA 3 EFF. 09/01/24 ISSUED WITH EB 24-050
ERRATA 2 EFF. 09/01/23 ISSUED WITH EB 23-016
ERRATA 1 EFF. 09/01/2023 ISSUED WITH EB 22-033

NEW YORK Department of Transportation
U.S. CUSTOMARY STANDARD SHEET

WORK ZONE TRAFFIC CONTROL GENERAL TABLES AND LEGEND (SHEET 1 OF 2)

APPROVED DECEMBER 21, 2022 ISSUED UNDER E1 22-033
Robert C. Limoges, P.E., DIRECTOR, OTSM 619-011

ERRATA 2 EFF. 09/01/23 ISSUED WITH EB 23-016
ERRATA 1 EFF. 09/01/2023 ISSUED WITH EB 22-033

WORK OPERATION DEFINITIONS

1. THERE ARE MAINLY FIVE WORK OPERATIONS:
 - A. LONG-TERM IS STATIONARY WORK THAT OCCUPIES A LOCATION MORE THAN 3 CONSECUTIVE DAYS.
 - B. INTERMEDIATE-TERM IS STATIONARY WORK THAT OCCUPIES A LOCATION MORE THAN ONE DAY BUT FEWER UP TO 3 CONSECUTIVE DAYS, OR NIGHTTIME WORK LASTING MORE THAN 1 HOUR.
 - C. SHORT-TERM IS STATIONARY DAYTIME WORK THAT OCCUPIES A LOCATION FOR MORE THAN 1 HOUR BUT WITH A SINGLE DAYLIGHT PERIOD.
 - D. SHORT-DURATION IS WORK THAT OCCUPIES A LOCATION UP TO 1 HOUR, IT CAN BE PERFORMED DURING THE DAYTIME AND AT NIGHT IN ACCORDANCE WITH NOTES N1 TO N10 NOTES ON NIGHTTIME WORK.
 - E. LEVEL IS WORK THAT MOVES INTERMITTENTLY OR CONTINUOUSLY WHERE THE WORK AT ANY SPECIFIC LOCATION COMPLETES WITHIN 15 MINUTES. IT IS USED FOR VEHICLE BASED OPERATIONS AND DOES NOT INVOLVE WORKERS ON FOOT. IT CAN BE PERFORMED DURING THE DAYTIME AND AT NIGHT IN ACCORDANCE WITH NOTES N1 TO N10 NOTES ON NIGHTTIME WORK.
2. SPECIAL OPERATIONS ARE WORK OPERATIONS THAT DO NOT FIT INTO ONE OF THE ABOVE FIVE CATEGORIES. SPECIAL OPERATIONS INCLUDE:
 - A. STOP AND GO OPERATIONS - WORK THAT COMPLETES WITHIN 5 MINUTES AND ALLOWS WORKERS ON FOOT.
 - B. OTHER OPERATIONS INCLUDING MILLING, MILLING/MILLING/OPERATIONS, TEMPORARY ROAD/INTERSECTION CLOSURES, ETC.

NOTES FOR NIGHTTIME OPERATIONS

- N1. WORK OCCURRING AFTER SUNSET AND BEFORE SUNRISE WILL BE CONSIDERED NIGHTTIME OPERATIONS.
- N2. ALL SIGNS, STOP/STOP OR PAZZLES AND RED FLAGS USED TO WARN/ALERT/CONTROL TRAFFIC SHALL BE RETROREFLECTIVE.
- N3. ALL WORKERS INVOLVED SHALL WEAR PROTECTIVE VESTMENTS AND NIGHTTIME APPAREL IN ACCORDANCE WITH 197-054. HIGH VISIBILITY APPAREL AT ALL TIMES.
- N4. VEHICLES OPERATING ON THE PAVEMENT OF A CLOSED ROADWAY OR TRAVEL LANE SHALL DISPLAY POSITIVE Amber BEACONS OR FLASHING RED LIGHTS AT ALL TIMES.
- N5. LEVEL I ILLUMINATION SHALL BE PROVIDED NEAR THE BEGINNING OF LANE CLOSURE TAPER AND AT ROAD CLOSURES, INCLUDING THE SETUP AND REMOVAL OF THE CLOSURE.
- N6. LEVEL II ILLUMINATION SHALL BE PROVIDED FOR FLAGGING STATIONS, ASPHALT PAVING, MILLING AND CONCRETE READY/IN PROGRESS OPERATIONS, INCLUDING BUNDS, DECKS, 50 FEET AHEAD OF AND 100 FEET BEHIND A PAVING OR MILLING MACHINE.
- N7. LEVEL III ILLUMINATION SHALL BE PROVIDED FOR PAVEMENT OR STRUCTURAL CRACK FILLING, JOINT REPAIR, PAVEMENT PATCHING AND REPAIRS, INSTALLATION OF SIGNAL EQUIPMENT OR OTHER ELECTRICAL/MECHANICAL EQUIPMENT, AND OTHER TASKS INVOLVING FINE DETAILS ON INTEGRATE PARTS AND EQUIPMENT.
- N8. ALL LIGHTING SHALL BE DESIGNED, INSTALLED, AND OPERATED TO AVOID CAUSE THAT INTERFERES WITH THE VISIBILITY OF TRAFFIC OR CAUSES ANNOYANCE OR DISCOMFORT FOR RESIDENCES ADJOINING THE ROADWAY.
- N9. PRIOR TO THE START OF NIGHTTIME OPERATIONS, A WRITTEN NIGHTTIME OPERATIONS AND LIGHTING PLAN IS REQUIRED FOR APPROVAL FROM THE DOT ENGINEER.
- N10. SEE STANDARD SPECIFICATIONS 619 FOR ADDITIONAL REQUIREMENTS AND CONSIDERATIONS.
- N11. FLAGGERS SHALL USE A FLASHING RED LIGHT OR CONE PLED LIGHT BAYON FOR FLAGGING IN NON-ILLUMINATED FLAGGING STATIONS DURING NIGHTTIME OPERATIONS.

ROADWAY TYPE DEFINITIONS

1. FREEWAY:
 - A. INTERSTATE, INTERREGIONAL, HIGH-SPEED, HIGH-VOLVAGE, DIVIDED FACILITIES WITH COMPLETE CONTROL OF ACCESS.
 - B. PARKWAYS, DIVIDED HIGHWAYS FOR NON-COMMERCIAL TRAFFIC WITH FULL CONTROL OF ACCESS, GRASS PARKWAY SEPARATIONS, INTERCHANGES, AND OCCASIONAL AT-GRADE INTERSECTIONS. PARKWAYS ARE DESIGNATED BY LAW.
 2. EXPRESSWAY, DIVIDED HIGHWAYS FOR THROUGH TRAFFIC WITH FULL OR PARTIAL CONTROL OF ACCESS AND GENERALLY WITH GRADE SEPARATIONS AT MAJOR CROSSROADS, ALL FREEWAY STANDARD SHEETS ARE APPLICABLE TO EXPRESSWAY.
 3. NON-FREEWAY:
 - A. MULTILANE DIVIDED HIGHWAY
 - B. MULTILANE UNDIVIDED HIGHWAY
 - C. TWO-LANE TWO-WAY ROADWAY
- ALL NON-FREEWAYS CAN BE EITHER URBAN OR RURAL.
- URBAN MEETS MORE THAN 1 OF THE FOLLOWING CRITERIA:
HIGH DENSITY DEVELOPMENT
HIGH DENSITY PARKING
PAVED BUILDING DECKS
MULTI-STORY AND LOW-TO-MID-RISE STRUCTURES FOR RESIDENTIAL, COMMERCIAL, AND LOCAL SERVICE STRUCTURES THAT ACCOMMODATE MIXED USE
LOCAL INDUSTRIAL, AND SOME TIMES HEAVY INDUSTRIAL, LAND USE
LOCAL RESTAURANTS, BARS, LOBBY LOUNGES, AND CASINO THEATERS, SPORTS FACILITIES OR CONFERENCE CENTERS
SIDEWALKS AND MARKED CROSSINGS
HIGHER DENSITY OF TRAFFIC
HIGHER TRAFFIC DENSITIES GREATER THAN 25 DRIVEWAYS/MILE ON EACH SIDE OF THE ROAD
HIGHER COMMERCIAL DENSITIES OF 10 DRIVEWAYS/MILE OR GREATER
HIGH DENSITY OF CROSS STREETS
- RURAL DOES NOT MEET MORE THAN ONE OF THE ABOVE CRITERIA.

NEW YORK Department of Transportation
U.S. CUSTOMARY STANDARD SHEET

WORK ZONE TRAFFIC CONTROL GENERAL NOTES (SHEET 2 OF 2)

APPROVED DECEMBER 21, 2022 ISSUED UNDER E1 22-033
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TABLE 011-01: PROTECTIVE VEHICLE REQUIREMENTS

CLOSURE TYPE	ROAD TYPE & SPEED	MOBILE OPERATION AND STOP & GO		SHORT DURATION OPERATION				INTERMEDIATE TERM OPERATION				LONG TERM OPERATION		
		FREEWAY	NON-FREEWAY	FREEWAY	NON-FREEWAY	FREEWAY	NON-FREEWAY	FREEWAY	NON-FREEWAY	FREEWAY	NON-FREEWAY	FREEWAY	NON-FREEWAY	
LANE CLOSURE OR ENDEAVOUR	PMS/TMA	1.45 MPH 35 - 40 MPH	1.30 MPH	1.45 MPH 35 - 40 MPH	1.30 MPH	1.45 MPH 35 - 40 MPH	1.30 MPH	1.45 MPH 35 - 40 MPH	1.30 MPH	1.45 MPH 35 - 40 MPH	1.30 MPH	1.45 MPH 35 - 40 MPH	1.30 MPH	1.45 MPH 35 - 40 MPH
		SEE NOTE 1	SEE NOTE 2	SEE NOTE 1	SEE NOTE 2	SEE NOTE 1	SEE NOTE 2	SEE NOTE 1	SEE NOTE 2	SEE NOTE 1	SEE NOTE 2	SEE NOTE 1	SEE NOTE 2	SEE NOTE 1
SHOULDER CLOSURE OR ENDEAVOUR	PMS/TMA	1.45 MPH 35 - 40 MPH	1.30 MPH	1.45 MPH 35 - 40 MPH	1.30 MPH	1.45 MPH 35 - 40 MPH	1.30 MPH	1.45 MPH 35 - 40 MPH	1.30 MPH	1.45 MPH 35 - 40 MPH	1.30 MPH	1.45 MPH 35 - 40 MPH	1.30 MPH	1.45 MPH 35 - 40 MPH
		SEE NOTE 1	SEE NOTE 2	SEE NOTE 1	SEE NOTE 2	SEE NOTE 1	SEE NOTE 2	SEE NOTE 1	SEE NOTE 2	SEE NOTE 1	SEE NOTE 2	SEE NOTE 1	SEE NOTE 2	SEE NOTE 1

LEGEND:
PVL - PROTECTIVE VEHICLE LIGHT (MINIMUM GROSS WEIGHT 5,000 LBS. OR GREATER) (SEE NOTE 5)
PHV - PROTECTIVE VEHICLE HEAVY (MINIMUM GROSS WEIGHT 22,000 LBS. OR GREATER)
TMIA - TRUCK/TRAILER MOUNTED IMPACT ATTENUATOR

NOTES:
1. THE EXPOSURE CONDITIONS ASSUME THERE IS NO POSITIVE PROTECTION PRESENT.
2. EITHER A PROTECTIVE LIGHT (PVL) OR THE STANDARD BUFFER SPACE (SEE TABLE 011-03) SHALL BE PROVIDED.
3. EITHER A PROTECTIVE VEHICLE HEAVY (PHV) OR THE STANDARD BUFFER SPACE (SEE TABLE 011-03) SHALL BE PROVIDED.
4. TRUCK/TRAILER MOUNTED IMPACT ATTENUATORS (TMIA) SHALL NOT BE MOUNTED/INSTALLED ON VEHICLES WITH A GROSS VEHICLE WEIGHT LOWER THAN THAT IS NORMALLY REQUIRED BY THE MANUFACTURER OF THE TMIA.
5. THE USE OF A PROTECTIVE VEHICLE LIGHT (PVL) AS A SHADOW VEHICLE IS LIMITED TO NON-FREEWAY ROADWAYS WHERE THE POSTED SPEED LIMITS IS 40 MPH UNLESS OTHERWISE AUTHORIZED BY THE ENGINEER.

TABLE 011-02: TAPER LENGTHS & NUMBER OF CONES CHART

PRECONSTRUCTION POSTED SPEED LIMIT (MPH)	TAPER LENGTH: # FT/L * # OF SKIP LINES * # OF CHANNELIZING DEVICES											SHOULDER TAPER LENGTH: # FT/L * # OF SKIP LINES * # OF CHANNELIZING DEVICES															
	LATERAL SHIFT OF TRAFFIC FLOW PATH (FT)											FOR SHOULDER WIDTH															
15	4	5	6	7	8	9	10	11	12	14 FT.	5 - 7 FT.	8 FT.	9 FT.	10 FT.	11 FT.	12 FT.	10 FT.	11 FT.	12 FT.	13 FT.	14 FT.	15 FT.	16 FT.	17 FT.	18 FT.	19 FT.	20 FT.
20	40/1/2	80/2/3	80/2/3	80/2/3	120/3/4	120/3/4	120/3/4	120/3/4	120/3/4	40/1/2	40/1/2	40/1/2	40/1/2	40/1/2	40/1/2	40/1/2	40/1/2	40/1/2	40/1/2	40/1/2	40/1/2	40/1/2	40/1/2	40/1/2	40/1/2	40/1/2	40/1/2
30	80/2/3	80/2/3	80/2/3	120/3/4	120/3/4	160/4/5	160/4/5	160/4/5	200/4/5	200/4/5	40/1/2	40/1/2	40/1/2	40/1/2	80/2/3	80/2/3	80/2/3	80/2/3	80/2/3	80/2/3	80/2/3	80/2/3	80/2/3	80/2/3	80/2/3	80/2/3	80/2/3
35	80/2/3	120/3/4	120/3/4	160/4/5	160/4/5	200/4/5	240/4/7	240/4/7	240/4/7	40/1/2	40/1/2	40/1/2	40/1/2	80/2/3	80/2/3	80/2/3	80/2/3	80/2/3	80/2/3	80/2/3	80/2/3	80/2/3	80/2/3	80/2/3	80/2/3	80/2/3	
40	120/3/4	160/4/5	160/4/5	200/4/5	240/4/7	240/4/7	280/7/8	320/8/9	320/8/9	40/1/2	80/2/3	80/2/3	80/2/3	120/3/4	120/3/4	120/3/4	120/3/4	120/3/4	120/3/4	120/3/4	120/3/4	120/3/4	120/3/4	120/3/4	120/3/4	120/3/4	
45	200/4/5	240/6/7	280/7/8	320/8/9	360/9/10	400/10/11	440/11/12	480/11/12	520/13/14	560/14/15	80/2/3	80/2/3	120/3/4	120/3/4	120/3/4	120/3/4	120/3/4	120/3/4	120/3/4	120/3/4	120/3/4	120/3/4	120/3/4	120/3/4	120/3/4	120/3/4	
50	200/4/5	240/6/7	320/8/9	360/9/10	400/10/11	440/11/12	520/13/14	560/14/15	600/15/16	80/2/3	120/3/4	160/4/5	160/4/5	160/4/5	160/4/5	160/4/5	160/4/5	160/4/5	160/4/5	160/4/5	160/4/5	160/4/5	160/4/5	160/4/5	160/4/5		
55	240/6/7	280/7/8	320/8/9	400/10/11	440/11/12	520/13/14	560/14/15	600/15/16	640/17/18	80/2/3	120/3/4	160/4/5	160/4/5	200/4/5	200/4/5	200/4/5	200/4/5	200/4/5	200/4/5	200/4/5	200/4/5	200/4/5	200/4/5	200/4/5	200/4/5		
60	240/6/7	320/8/9	360/9/10	400/10/11	440/11/12	520/13/14	560/14/15	640/17/18	720/19/20	80/2/3	120/3/4	160/4/5	200/4/5	240/6/7	240/6/7	240/6/7	240/6/7	240/6/7	240/6/7	240/6/7	240/6/7	240/6/7	240/6/7	240/6/7	240/6/7		
65	280/7/8	320/8/9	400/10/11	440/11/12	520/13/14	560/14/15	640/17/18	720/19/20	800/21/22	80/2/3	160/4/5	200/4/5	240/6/7	240/6/7	240/6/7	240/6/7	240/6/7	240/6/7	240/6/7	240/6/7	240/6/7	240/6/7	240/6/7	240/6/7	240/6/7		

* THIS TABLE WAS CREATED WITH REFERENCE TO MUTCD TABLE 6H-4.
** THE NUMBER OF CHANNELIZING DEVICES SHOWN IS CALCULATED BASED ON A 40 FT DETOUR SPACING. THE NUMBER OF CHANNELIZING DEVICES CAN BE ADJUSTED AS NECESSARY.

TABLE 011-03: LONGITUDINAL BUFFER SPACE

PRECONSTRUCTION POSTED SPEED LIMIT (MPH)	DISTANCE # FT/L * # OF SKIP LINES
25	135 / 4
30	200 / 5
35	250 / 6
40	295 / 8
45	360 / 9
50	425 / 11
55	495 / 13
60	645 / 16

TABLE 011-04: ROLL AHEAD DISTANCE FOR PROTECTIVE VEHICLES

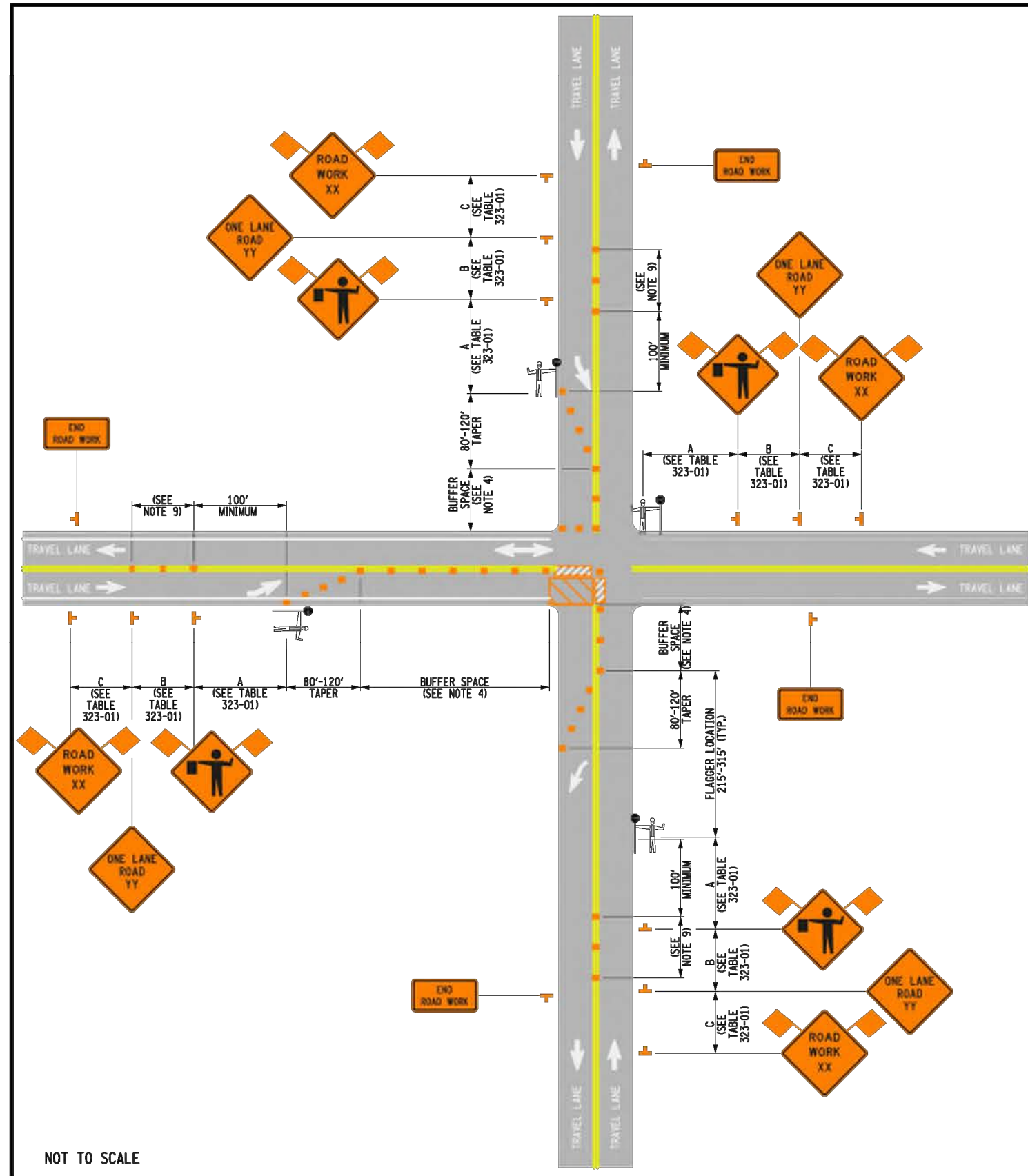
PRECONSTRUCTION POSTED SPEED LIMIT (MPH)	PROTECTIVE VEHICLES WITHIN 5,000 TO 21,999 LBS. GYW	PROTECTIVE VEHICLES WITHIN 22,000 LBS. OR GREATER GYW
25	100	100
30	100	100
35	100	100
40	100	100
45	100	100
50	100	100
55	100	100
60	100	100
65	100	100

TABLE 011-05: FLARE RATES FOR POSITIVE BARRIER

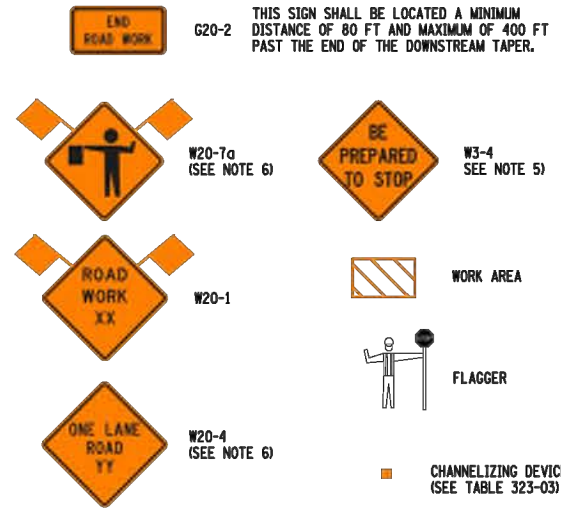
TYPE OF POSITIVE BARRIER	30'	40'	50'	55'	65'
TEMPORARY POSITIVE BARRIER	84	110	144	164	204
BOX BEAM OR HEAVY POST CORRUGATED BEAM	74	94	114	124	154

TABLE 011-06: ADVANCE WARNING SPACING

ROAD TYPE	A # FT	B # FT
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- NOTES:
1. SHORT-TERM STATIONARY IS ANYTIME WORK THAT OCCUPIES A LOCATION FOR MORE THAN 1 HOUR WITHIN A SINGLE DATE/TIME PERIOD.
 2. AT SIGNALIZED INTERSECTIONS, SIGNALS SHALL BE TURNED OFF FOR ANY FLAGGING OPERATIONS, UNLESS OTHERWISE AUTHORIZED BY THE ENGINEER.
 3. CHANNELIZING DEVICE SPACING CENTER TO CENTER SHALL NOT EXCEED 40' IN THE ACTIVE WORK SPACE.
 4. WHERE DIRECTED BY THE ENGINEER, A BUFFER SPACE SHALL BE PROVIDED IN ORDER TO LOCATE THE ONE-LANE, TWO-WAY TRAFFIC TAPER PRIOR TO ANY UNUSUAL OR VERTICAL CURVE IN ORDER TO PROVIDE ADEQUATE SIGHT DISTANCE FOR THE FLAGGERS AND/OR A QUEUE OF STOPPED VEHICLES.
 5. IF THE TRAFFIC IS EXPECTED TO QUEUE PAST THE W2-4 SIGN, A W3-4 SIGN SHOULD BE ADDED HALFWAY BETWEEN THE W2-4 AND W2-1 SIGNS.
 6. FLAGGER SIGN W2-7a AND ONE LANE ROAD AHEAD SIGN W2-4 SHALL BE REMOVED, COVERED OR TURNED AWAY FROM ROAD USERS WHEN FLAGGING OPERATIONS ARE NOT OCCURRING.
 7. ALL FLAGGERS SHALL USE 24" MINIMUM OCTAGON SHAPED STOP/SLOW PADDLES HAVING 6" STAFF, THE PADDLES IN THE PREferred POSITION, BUT THEY MAY BE USED AT INTERSECTIONS WHERE THE STOP/SLOW PADDLES WOULD OFFER CONTRASTING INFORMATION TO OTHERS TRAVELING IN OPPOSITE DIRECTIONS/LESS OF THE INTERSECTION OR DURING INCIDENT MANAGEMENT SITUATIONS.
 8. ADDITIONAL FLAGGERS SHALL BE LOCATED AT ALL INTERSECTIONS AND COMMERCIAL DISTRICTS LOCATED WITHIN OR NEAR THE ACTIVE WORK AREA.
 9. CENTERLINE CONES MAY BE ADDED TO ENHANCE THE VISIBILITY OF THE FLAGGER STATION. IF CONES ARE USED, PLACE THEM 100 FT. MINIMUM FROM FLAGGER.
 10. NO WORK ACTIVITY, EQUIPMENT, OR STORAGE OF VEHICLES, OR MATERIAL SHALL OCCUR WITHIN THE BUFFER SPACE, AT ANY TIME.



REFER TO SHEET 2 OF 2 FOR ALL TABLES

NEW YORK STATE OF OPPORTUNITY
Department of Transportation
 U.S. CUSTOMARY STANDARD SHEET
WORK ZONE TRAFFIC CONTROL
TWO-LANE TWO-WAY ROADWAY
FLAGGING OPERATION AT INTERSECTION
SHORT TERM OPERATION
 (SHEET 1 OF 2)
 APPROVED DECEMBER 2, 2021 ISSUED UNDER E1 21-028
 Robert Limoges, P.E.
 ROBERT LIMOGES, P.E.
 CORCORAN, OTIS

FILE NAME: 619-323-2497
 DATE: 12/02/21
 DRAWN BY: Robert Limoges
 CHECKED BY: Robert Limoges

TABLE 323-01: ADVANCE WARNING SIGN SPACING

ROAD TYPE	A (ft.)	B (ft.)	C (ft.)	XX	YY
URBAN (S 30 MPH)	100	100	100	AHEAD	AHEAD
URBAN (35-40 MPH)	200	200	200	AHEAD	AHEAD
URBAN (45 MPH)	300	300	300	AHEAD	AHEAD
RURAL	500	500	500	1000 FT.	1000 FT.

* PRECONSTRUCTION POSTED SPEED LIMIT

TABLE 323-02: REQUIRED SIGN SIZES*

SIGN	NON-FREEMAN	FREEMAN
W2-2	36x48	48x24
W3-4	36x36	48x48
W2-1	36x36	48x48
W2-4	36x36	48x48
W2-7a	36x36	48x48
WARNING FLAG	18x18	18x18

* FREEMAN SIZES MAY BE USED ON NON-FREEMAN, IF SPACE CONSTRAINTS DO NOT EXIST.

TABLE 323-03: CHANNELIZING DEVICE APPLICATION FOR SHORT-TERM STATIONARY WORK ZONES

WORK ZONE PROVISIONS	MAXIMUM DEVICE SPACING CENTER TO CENTER	MITO COMPLIANT CHANNELIZING DEVICE								
		DUMPS	STANDARD CONES	TALL CONES	EXTRA TALL CONES	TEMPORARY TUBULAR MARKERS	TUBULAR MARKERS	VERTICAL PANELS	VERTICAL PANELS	TYPE III BARRICADES
SHOULDER/BERM/SHIFTING TAPERS	20 FT.	X	X	X	X	X	X	X	X	
MARKING FOR TRANSVERSE BUMPS	N/A	X ²							X ²	
LONGITUDINAL LANE OR SHOULDER CLOSURE	80 FT.	X	X	X	X	X		X	X	
TRANSVERSE DEVICE WITHIN CLOSED TRAFFIC LANE AND/OR SHOULDER	800 FT.	X	X	X	X	X		X	X	0
REMOVAL OF EXISTING GUIDE RAIL	80 FT.	X				X		X	X	0
	40 FT.									0

NOTES:
 1. * ALLOWED BLANK = NOT ALLOWED, 0 = OPTIONAL.
 2. * TYPE I OBJECT MARKERS MAY BE USED IN LIEU OF CHANNELIZING DEVICE.
 3. * CHANNELIZING DEVICES SHALL BE EQUIPPED WITH A FLASHING WARNING LIGHT.

NEW YORK STATE OF OPPORTUNITY
Department of Transportation
 U.S. CUSTOMARY STANDARD SHEET
WORK ZONE TRAFFIC CONTROL
TWO-LANE TWO-WAY ROADWAY
FLAGGING OPERATION AT INTERSECTION
SHORT TERM OPERATION
 (SHEET 2 OF 2)
 APPROVED APRIL 8, 2022 ISSUED UNDER E1 22-008
 Robert Limoges, P.E.
 ROBERT LIMOGES, P.E.
 CORCORAN, OTIS

FILE NAME: 619-323-2497
 DATE: 12/02/21
 DRAWN BY: Robert Limoges
 CHECKED BY: Robert Limoges

MRB Group
 MRB Group Engineering, Architecture & Surveying, D.P.C.
 THE CULVER ROAD ARMORY
 145 CULVER ROAD, SUITE 160
 ROCHESTER, NY 14620
 585-381-9250
 WWW.MRBGROUP.COM
 CERTIFICATE OF AUTHORIZATION: 017763

SIGNED ON: 10/16/2025
 REG. EXPIRATION: 9/30/2028

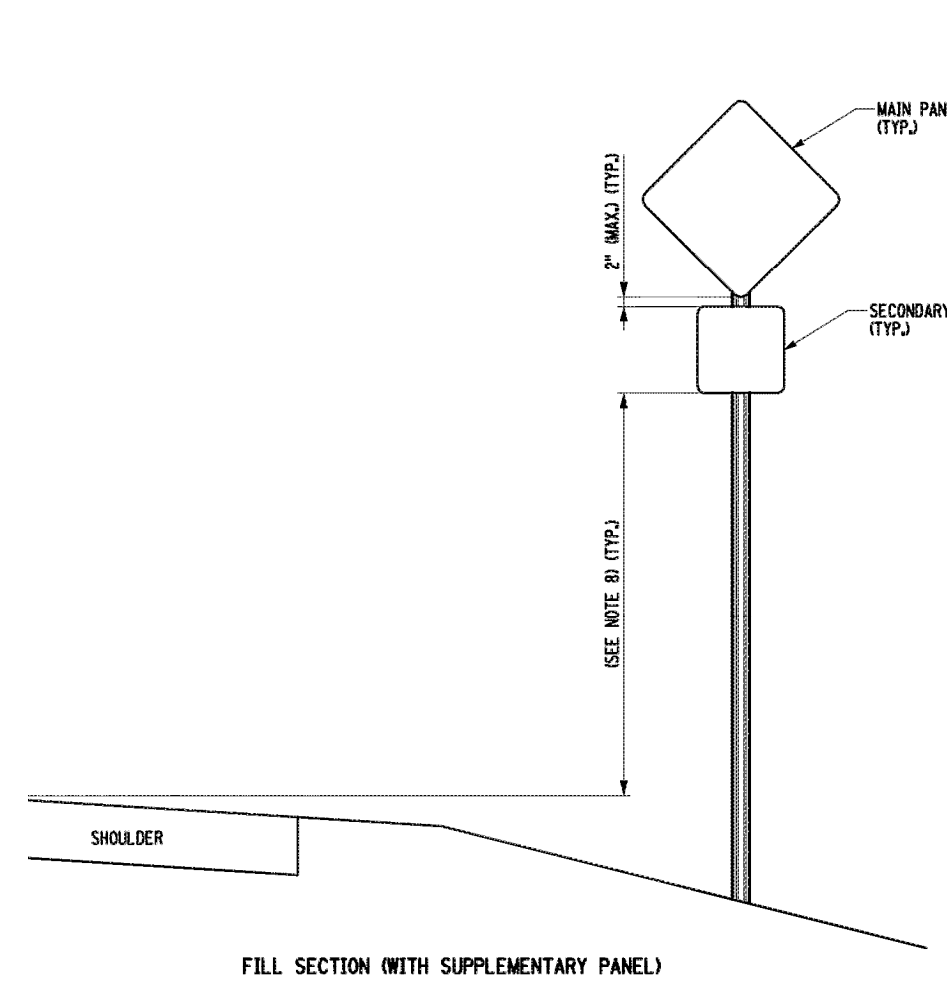
DRAWING ALTERNATION: THE FOLLOWING IS AN EXCEPT FROM THE NEW YORK EDUCATION LAW ARTICLE 120, SECTION 1203 AND 1204. THIS DRAWING IS A RELIATION OF THE NEW YORK PROFESSIONAL ENGINEER OR ARCHITECT UNDER THE SUPERVISION OF A LICENSED PROFESSIONAL ENGINEER OR ARCHITECT. THE ALTERNATION IS THE PROPERTY OF MRB GROUP AND SHALL REMAIN THE PROPERTY OF MRB GROUP. NO PART OF THIS DRAWING SHALL BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF MRB GROUP.

TOWN OF MENDON
ROADWAY ABANDONMENT PROJECT
 STONEY LONESOME ROAD
 MENDON, NEW YORK

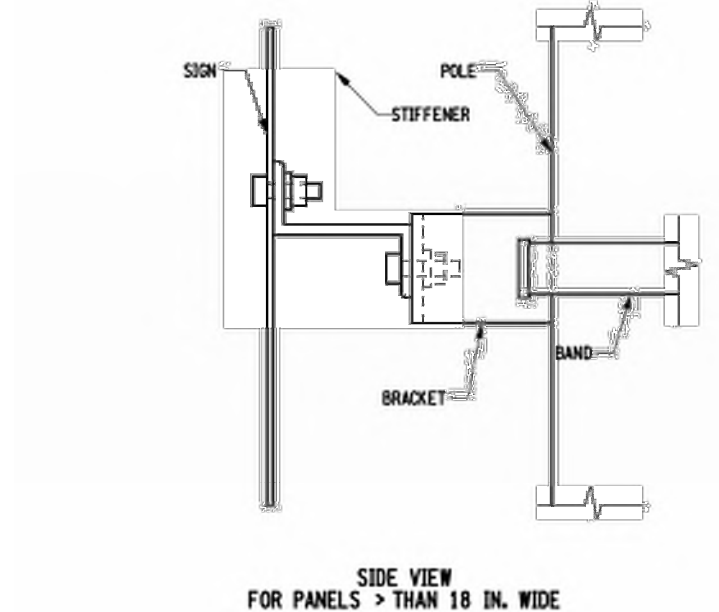
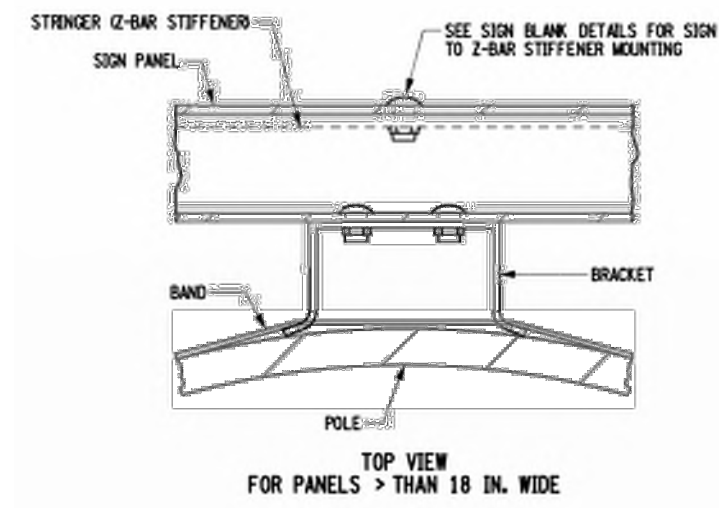
MRB PROJECT # 1335.25003
 CLIENT PROJECT #

DRAWN BY: TGF
 CHECKED BY: TJF
 DATE: 9/26/25
 REVISION PER NYSDOT
 REVISION PER TOWN & NYSDOT
 # REVISION DESCRIPTION

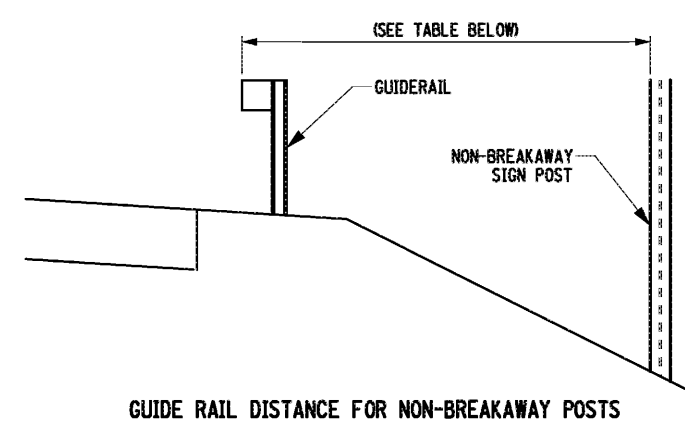
ISSUED FOR REVIEW
 JUNE 2025



- NOTES:
1. THESE DETAILS ARE TYPICAL ONLY AND ARE TO BE USED BY THE CONTRACTOR AS GUIDES IN INSTALLING THE SIGN ARRANGEMENTS SHOWN ON THE PLANS.
 2. THE POST TYPE (TYPE A WITH OR WITHOUT SOIL PLATES OR EXTRA CURBMENT, HIGH CAPACITY TYPE A OR TYPE B) AND SIZE SHALL BE BASED ON THE SIGN AREA AND MOUNTING HEIGHT AS FOUND ON THE CURRENT MATERIALS DETAILS OR STANDARD SHEETS.
 3. POSTS SHALL BE ERECTED AS SHOWN ON THE CURRENT MATERIALS DETAILS OR STANDARD SHEETS. POSTS SHOULD NOT BE ERECTED IN OR STRADDLING THE DITCH LING.
 4. HORIZONTAL Z BAR DIMENSIONS AND SPACING SHALL BE AS SHOWN ON THE CURRENT "SIGN BLANK DETAILS" STANDARD SHEETS. PANEL TO HORIZONTAL Z BAR CONNECTION DETAILS SHALL BE AS SHOWN ON THE CURRENT "SIGN PANEL DETAILS FOR WPA, CUBES, AND OTHER SIGNS" STANDARD SHEET.
 5. SIGN ASSEMBLIES HAVING SIGN PANELS MOUNTED SIDE-BY-SIDE SHALL HAVE CONTINUOUS HORIZONTAL Z BARS.
 6. SIGNS WIDER THAN 30" SHALL USE TWO OR MORE POSTS.
 7. THE VERTICAL SPACING BETWEEN PANELS SHALL BE AS SHOWN (2" MAX.).
 8. THE VERTICAL DISTANCE TO THE BOTTOM OF THE SIGN SHALL BE DETERMINED AS FOLLOWS:
 - A. CLEARANCE - 7' FROM THE GROUND TO THE BOTTOM OF THE SIGN.
 - B. HEIGHT ABOVE NEAR EDGE OF TRAVEL LANE OR ABOVE TOP OF CURB
 - C. WHERE THERE ARE PHYSICAL LIMITATIONS OR VISIBILITY CONSIDERATIONS, THE SIGNS SHALL BE LOCATED AS ORDERED BY THE ENGINEER-IN-CHARGE.
 9. THE LATERAL CLEARANCE TO THE EDGE OF THE SIGN SHALL BE DETERMINED AS FOLLOWS:
 - A. SHOULDER WIDTH OF LESS THAN 6', 12" MINIMUM FROM THE EDGE OF TRAVEL LANE.
 - B. SHOULDER WIDTH OF 6' OR GREATER, 6" MINIMUM FROM THE EDGE OF SHOULDER.
 - C. CURBED SECTIONS, 2' TYP. FROM THE FACE OF CURB.
 - D. BICYCLE PATHS, 3' MINIMUM FROM THE EDGE OF PATH 16" MAX.
 - E. TYPE B OBJECT MARKERS SHOULD BE PLACED WITH THE NEAR EDGE OF THE MARKER IN LINE WITH THE EDGE OF THE OBSTRUCTION CLOSEST TO TRAFFIC.
 - F. WHERE THERE ARE PHYSICAL LIMITATIONS OR VISIBILITY CONSIDERATIONS, THE SIGNS SHALL BE LOCATED AS ORDERED BY THE ENGINEER-IN-CHARGE.
 10. SEE STANDARD SHEET TITLED "POSITIONING OF TRAFFIC SIGNS (SHEET 2 OF 2)" WHEN GUIDE RAIL IS PRESENT.

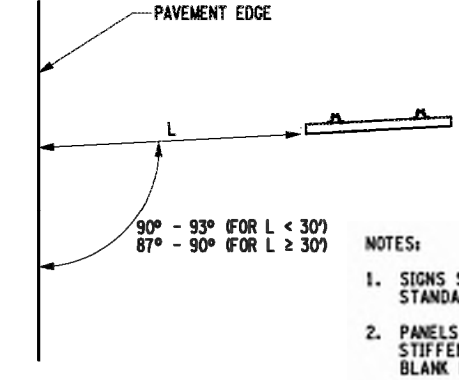


ALL DIMENSIONS SHOWN ARE NOMINAL.
 1. WHEN A DECIMAL POINT WITH SIGNIFICANT DIGITS TO THE RIGHT OF IT IS SHOWN, PRESENT-TOLERANCE FOR EACH DIMENSION IS ONE HALF OF THE LAST SIGNIFICANT DIGIT IN THE UNITS SHOWN. (e.g. 1.0 IS 1.000 ± 0.0005)
 2. OTHERWISE, TOLERANCE FOR EACH DIMENSION IS THE LESSER OF 1/16 OF THE NOMINAL DIMENSION SHOWN OR 1/16" ± 0.005. TOLERANCE FOR 3" IS ± 0.03" & TOLERANCE FOR 10" IS ± 0.04".
 TOLERANCES ARE NOT CUMULATIVE, ABOVE DOES NOT APPLY WHEN ANY RANGE, MAXIMUM OR MINIMUM DIMENSION OR A CONTEXT SPECIFIC TOLERANCE IS SPECIFIED.



GUIDE RAIL TYPE / POST SPACING

GUIDE RAIL TYPE / POST SPACING	MINIMUM OFFSET DISTANCE (FROM FACE OF THE GUIDERAIL)	
	REGULAR POST	EXTRA LONG POST
CABLE POST 16'-0" O.C.	12'-0"	15'-6"
CABLE POST 12'-0" O.C.	11'-0"	14'-3"
CABLE POST 8'-0" O.C.	9'-0"	11'-1"
CABLE POST 4'-0" O.C.	8'-0"	10'-4"
CORRUGATED BEAM POST 12'-6" O.C.	9'-0"	11'-1"
CORRUGATED BEAM POST 8'-3" O.C.	7'-0"	9'-1"
CORRUGATED BEAM POST 4'-2" O.C.	6'-0"	7'-8"
6" X 6" BOX BEAM POST 6'-0" O.C.	6'-0"	7'-8"
6" X 6" BOX BEAM POST 3'-0" O.C.	5'-0"	6'-9"
HEAVY POST BLOCKED OUT CORRUGATED POST 6'-3" O.C.	5'-6"	6'-7"
HEAVY POST BLOCKED OUT CORRUGATED POST 3'-1 1/2" O.C.	3'-6"	4'-1"



- NOTES:
1. SIGNS SHALL BE CONSTRUCTED AS SHOWN ON THE APPROPRIATE STANDARD SHEETS AND MANUFACTURER'S DRAWINGS.
 2. PANELS AND STIFFENER DIMENSIONS, SPACING AND PANEL TO STIFFENER CONNECTION DETAILS SHALL BE AS SHOWN ON THE "SIGN BLANK DETAILS" STANDARD SHEET.
 3. SIGN ASSEMBLIES HAVING SIGN PANELS MOUNTED SIDE-BY-SIDE SHALL HAVE CONTINUOUS HORIZONTAL Z-BARS.
 4. BRACKETS SHALL BE MOUNTED WITH THE SAME POST CONNECTION VERTICAL SPACING AS SHOWN ON THE "SIGN BLANK DETAILS" STANDARD SHEET.
 5. FOR EXISTING SPANWIRE AND MAST-ARM VERTICAL STEEL POLES, RECTANGULAR SIGNS SHALL BE NO LARGER THAN 36" IN WIDTH AND 48" IN HEIGHT. DIAMOND SIGNS SHALL BE NO LARGER THAN 36" X 36" AND TRIANGULAR SIGNS SHALL BE NO BIGGER THAN 48" X 48" X 48". FOR LARGER SIGN SIZES ON EXISTING OR SMALLER STEEL POLES SUCH AS FLASHING BEACON, OR MADE OF DIFFERENT MATERIAL SUCH AS ALUMINUM ANALYSIS NEEDS TO BE CONDUCTED AND AUTHORIZED BY A P.E..

ALL DIMENSIONS SHOWN ARE NOMINAL.
 1. WHEN A DECIMAL POINT WITH SIGNIFICANT DIGITS TO THE RIGHT OF IT IS SHOWN, PRESENT-TOLERANCE FOR EACH DIMENSION IS ONE HALF OF THE LAST SIGNIFICANT DIGIT IN THE UNITS SHOWN. (e.g. 1.0 IS 1.000 ± 0.0005)
 2. OTHERWISE, TOLERANCE FOR EACH DIMENSION IS THE LESSER OF 1/16 OF THE NOMINAL DIMENSION SHOWN OR 1/16" ± 0.005. TOLERANCE FOR 3" IS ± 0.03" & TOLERANCE FOR 10" IS ± 0.04".
 TOLERANCES ARE NOT CUMULATIVE, ABOVE DOES NOT APPLY WHEN ANY RANGE, MAXIMUM OR MINIMUM DIMENSION OR A CONTEXT SPECIFIC TOLERANCE IS SPECIFIED.

STATE OF NEW YORK
 DEPARTMENT OF TRANSPORTATION
 U.S. CUSTOMARY STANDARD SHEET
POLE-MOUNTED SIGNS
 APPROVED NOVEMBER 20, 2023 ISSUED UNDER E1 23-024
 DEPUTY CHIEF ENGINEER, DESIGN 645-14

STATE OF NEW YORK
 DEPARTMENT OF TRANSPORTATION
 U.S. CUSTOMARY STANDARD SHEET
POSITIONING OF TRAFFIC SIGNS
 (SHEET 1 OF 2)
 APPROVED OCTOBER 05, 2009 ISSUED UNDER EB 09-025
 /S/ RICHARD W. LEE, P.E. 645-03
 FOR THE DEPUTY CHIEF ENGINEER

STATE OF NEW YORK
 DEPARTMENT OF TRANSPORTATION
 U.S. CUSTOMARY STANDARD SHEET
POSITIONING OF TRAFFIC SIGNS
 (SHEET 2 OF 2)
 APPROVED NOVEMBER 20, 2023 ISSUED UNDER E1 23-024
 DEPUTY CHIEF ENGINEER, DESIGN 645-03

DETAIL SHEET
D-5

November 10, 2025

Board of Trustees
Town of Mendon, New York
16 West Main Street
Honeoye Falls, New York 14472

Dear Supervisor Moffitt:

I am providing this letter to the Town of Mendon, New York (“the Town,” “you” or “your”). The purpose of this letter is to document your agreement for Laura L. Landers, LLC to consult with and prepare the New York State Annual Financial Report Document (AFR) for December 31, 2025.

My Understanding of Your Needs

The New York State Office of the State Comptroller (NYSOSC) requires the Town to prepare and submit an AFR each year.

Objectives

I understand the engagement objectives to be to prepare the AFR and submit it to NYSOSC for the year ended December 31, 2025.

Services and Scope of Work

I will prepare and submit the AFR in accordance with the requirements of NYSOSC.

In providing this service, I will communicate with you any relevant considerations in the timing and manner I deem appropriate in the circumstances, including but not limited to discussions in person and/or by telephone, email, and other correspondence. At the conclusion of my engagement, I will provide the Town with a copy of the AFR.

Client Acceptance of Work

At the conclusion of each phase of work, I will review with you the intended scope of work and deliverables set out in this document to confirm I have met the defined project expectations. If you believe the deliverables do not conform, you will notify me in writing within thirty (30) days of receiving the deliverables that they do not conform. I will then have a reasonable period of time, based upon its severity and complexity, to correct the non-conformity. If you use the deliverables before acceptance, or if you fail to notify me of the non-conformance within the thirty (30) day period, the deliverables will be considered accepted.

Approach

I anticipate approaching this engagement by providing a client coordination schedule (CCS), which will detail the required information necessary to prepare the AFR. Once the requested information is received, I will prepare the AFR, address any questions, or matters of discussion with the Town and submit the final schedule to NYSOSC. A final electronic copy of this report will be provided to the Town for their records. Hard copies will only be made available upon request.

Engagement Assumptions and Client Responsibilities

My services, fees and work schedule are based upon the following assumptions, representations and information supplied by you. The AFR will be prepared from financial and non-financial information provided by management.

The Town will determine the extent of services it wishes me to provide and ensure I have access to key people and data.

If circumstances arise relating to the availability of sufficient, competent evidence or information which, in my professional judgment, prevents me from completing the engagement, I retain the unilateral right to take any course of action permitted to me, including withdrawal from the engagement.

In the event I am requested or authorized by the Town or are required by government regulation, subpoena or other legal process to produce my documents or I would be a witness with respect to my engagements for the Town, the Town will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, including the fees and expenses of our counsel, incurred in responding to such requests.

Fees and Expenses

My fee for the service described in this letter will be \$3,000.

If additional services are requested related to this engagement. Those services will be discussed with management and billed at my current rates.

You acknowledge that this is my good faith estimate based upon my understanding of the engagement assumptions and the facts and circumstances I am aware of at this time. If the basis of my estimates is inaccurate, the fees and expenses may be different from those I anticipate.

Fees for services of this type are always difficult to estimate. If circumstances are encountered that affect my ability to proceed according to the plan outlined above, such as major scope changes, loss of key Town personnel, unavailable information or undetermined or requested scope changes during my scoping efforts, I will inform you promptly and seek your approval for any changes in scope, timing or fees that may result from such circumstances. I will bill my fees and expenses monthly. My invoices are payable upon presentation.

I appreciate the opportunity to be of service to you and look forward to working with you on this project. You will receive my closest attention. If at any time you have questions, concerns, or issues with my services, billings, or anything else related to my service, do call me at 585-356-5192.

Sincerely



Laura L. Landers, Member
Laura L. Landers, LLC

This engagement letter correctly sets forth our understanding and acceptance of this agreement.

Acknowledged and accepted:

Town of Mendon, New York

Signature and Title

Contract No.: D014749
 Supplemental Agreement No.: 3
 Date Prepared: _____

SUPPLEMENTAL AGREEMENT No. 3 to Contract No. D014749

This Supplemental Agreement is by and between:

the New York State Department of Transportation (“NYSDOT”), having its principal office at 50 Wolf Road, Albany, NY 12232, on behalf of New York State (“State”); and the

TOWN OF MENDON (“Municipality”)
 Acting by and through the _____.

This amends the existing Municipal Snow and Ice Agreement between the parties in the following respects only (*check all that apply*):

- Amending the contract end date ONLY
- Amending the number of lane miles/specific roads covered under Paragraphs 7 and 9 of the Original Agreement (revised map attached)
- Amending the estimated expenditure for the 25/26 season by:
 - adding funding due to exceeding the Estimated Expenditure for the above-mentioned season (required Amendment B attached with a copy of the final snow & ice voucher, if applicable)
 - adding funding to adjust the Estimated Expenditure to account for increases in labor, materials, equipment, and/or overall costs, per the terms in Paragraphs 9 and 10 in the Original Agreement (Adjustment Worksheet and Municipal Resolution attached)
- Extending the Agreement attached hereto and incorporated herein for an additional 5-year period (Extension No. _____ of a maximum of 3)
- Amends a previously adopted Agreement by replacing the Appendix A dated October 2019 with the Appendix A dated June 2023
- Other: _____

Contract No.: D014749
Supplemental Agreement No.: 3
Date Prepared: _____

IN WITNESS THEREOF, the parties have caused this Agreement to be executed by their duly authorized officials as of the date first above written.

THE PEOPLE OF THE STATE OF NEW YORK

MUNICIPALITY:

By: _____
For Commissioner of Transportation

By: _____

Date: _____

Print Name: _____

Title: _____

STATE OF NEW YORK

)ss.:

COUNTY OF ____

On this _____ day of _____, 20____ before me personally came _____ to me known, who, being by me duly sworn did depose and say that he/she resides at _____; that he/she is the _____ of the Municipality described in and which executed the above instrument; that it was executed by order of the _____ of said Municipality pursuant to a resolution that was duly adopted on _____ and which a certified copy is attached and made a part hereof; and that he/she signed his/her name thereto by like order.

Notary Public

APPROVED AS TO FORM
STATE OF NEW YORK ATTORNEY GENERAL

APPROVAL BY NYS COMPTROLLER'S OFFICE

By: _____

By: _____

NYS DOT MUNICIPAL SNOW & ICE CONTRACTS		
Estimated Expenditure Calculation/Adjustment Worksheet For Time & Materials S&I Agreements		
MUNICIPALITY :	TOWN OF MENDON	
CONTRACT :	D014749	
CURRENT CONTRACT PERIOD :	2024-2029	
SEASON:	2025/26	CONTRACT LM: 48.2
2024/25 Actual Final	\$272,891.24	
2023/24 Actual Final	\$161,441.69	
2022/23 Actual Final	\$156,123.17	
3- YEAR AVERAGE (2025/26 Estimated Expenditure	\$196,818.70	
A: Base Estimated Expenditure (See Note 1)	\$153,378.47	
B: 2025/26 Estimated Expenditure:	\$196,818.70	
C: Difference (B minus A)	\$43,440.23	
Note 1: Base Estimated Expenditure refers to the amount that was provided for the first season under the current contract period		
Reviewed/Approved By:	Signatures Below:	
For Municipality:		
DOT Resident Engineer:		
DOT Snow & Ice Program Manager:		

Contract No.: D014749
 Supplemental Agreement No.: 3
 Date Prepared: _____

SUPPLEMENTAL AGREEMENT No. 3 to Contract No. D014749

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the New York State Department of Transportation (“NYSDOT”), having its principal office at 50 Wolf Road, Albany, NY 12232, on behalf of New York State (“State”); and the

TOWN OF MENDON (“Municipality”)
 Acting by and through the _____.

This amends the existing Municipal Snow and Ice Agreement between the parties in the following respects only (*check all that apply*):

- Amending the contract end date ONLY
- Amending the number of lane miles/specific roads covered under Paragraphs 7 and 9 of the Original Agreement (revised map attached)
- Amending the estimated expenditure for the 25/26 season by:
 - adding funding due to exceeding the Estimated Expenditure for the above-mentioned season (required Amendment B attached with a copy of the final snow & ice voucher, if applicable)
 - adding funding to adjust the Estimated Expenditure to account for increases in labor, materials, equipment, and/or overall costs, per the terms in Paragraphs 9 and 10 in the Original Agreement (Adjustment Worksheet and Municipal Resolution attached)
- Extending the Agreement attached hereto and incorporated herein for an additional 5-year period (Extension No. ____ of a maximum of 3)
- Amends a previously adopted Agreement by replacing the Appendix A dated October 2019 with the Appendix A dated June 2023
- Other: _____

Contract No.: D014749
Supplemental Agreement No.: 3
Date Prepared: _____

IN WITNESS THEREOF, the parties have caused this Agreement to be executed by their duly authorized officials as of the date first above written.

THE PEOPLE OF THE STATE OF NEW YORK

MUNICIPALITY:

By: _____
For Commissioner of Transportation

By: _____

Date: _____

Print Name: _____

Title: _____

STATE OF NEW YORK

)ss.:

COUNTY OF ____

On this _____ day of _____, 20____ before me personally came _____ to me known, who, being by me duly sworn did depose and say that he/she resides at _____; that he/she is the _____ of the Municipality described in and which executed the above instrument; that it was executed by order of the _____ of said Municipality pursuant to a resolution that was duly adopted on _____ and which a certified copy is attached and made a part hereof; and that he/she signed his/her name thereto by like order.

Notary Public

APPROVED AS TO FORM
STATE OF NEW YORK ATTORNEY GENERAL

APPROVAL BY NYS COMPTROLLER'S OFFICE

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 :	2024-2029	
SEASON:	2025/26	CONTRACT LM: 48.2
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3- YEAR AVERAGE (2025/26 Estimated Expenditure	\$196,818.70	
A: Base Estimated Expenditure (See Note 1)	\$153,378.47	
B: 2025/26 Estimated Expenditure:	\$196,818.70	
C: Difference (B minus A)	\$43,440.23	
Note 1: Base Estimated Expenditure refers to the amount that was provided for the first season under the current contract period		
Reviewed/Approved By:	Signatures Below:	
For Municipality:		
DOT Resident Engineer:		
DOT Snow & Ice Program Manager:		

2026 AGREEMENT FOR THE EXPENDITURE OF HIGHWAY MONEYS

AGREEMENT between the Town Superintendent of the Town of Mendon, Monroe County, New York, and the undersigned members of the Town Board.

Pursuant to the provisions of Section 284 of the Highway Law, we agree that moneys levied and collected in the Town for the repair and improvement of highways, shall be expended as follows:

1. GENERAL REPAIRS. The sum of \$290,463.35 for materials shall be set aside to be expended for primary work and general repairs upon 4.97 miles of Town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewals thereof.

2. PERMANENT IMPROVEMENTS. The following sums shall be set aside to be expended for the permanent improvement of Town Highways:
 - (a) On Portofino Circle commencing at St Rt 65 and leading to cul-de-sac, a distance of 0.54 miles. There shall be expended not over the sum of \$36,250.44 for materials.
Type: Crack fill/Stone & Oil/Micro pave, **Width of traveled surface:** 20'

 - (b) On Sycamore Ridge commencing at St Rt 65 and leading to cul-de-sac, a distance of 0.48 miles. There shall be expended not over the sum of \$29,094.84 for materials.
Type: Crack fill/Stone & Oil/Micro pave, **Width of traveled surface:** 20'

 - (c) On Hedgerow Circle commencing at Sycamore Ridge and leading to cul-de-sac, a distance of .13 miles. There shall be expended not over the sum of \$7,720.47 for materials.
Type: Crack fill/Stone & Oil/Micro pave, **Width of traveled surface:** 20'

 - (d) On Windham Hill commencing at Mile Square Road and leading to cul-de-sac, a distance of 0.43 miles. There shall be expended not over the sum of \$14,916.35 for materials.
Type: Crack fill/Stone & Oil/Fog seal, **Width of traveled surface:** 20'

 - (e) On Windham Circle commencing at Windham Hill to cul-de-sac, a distance of 0.17 miles. There shall be expended not over the sum of \$6,163.10 for materials.
Type: Crack fill/Stone & Oil/Fog seal, **Width of traveled surface:** 20'

 - (f) On Bridlewood Trail commencing at Pittsford Mendon Center Road to cul-de-sac, a distance of 0.32 miles. There shall be expended not over the sum of \$23,402.91 for materials.
Type: Wedge/Crack fill/Stone & Oil/Micro pave, **Width of traveled surface:** 18'

 - (g) On Parkview Manor Circle commencing at Pond Road to cul-de-sac, a distance of 0.53 miles. There shall be expended not over the sum of \$33,963.40 for materials.
Type: Crack fill/Stone & Oil/Micro pave, **Width of traveled surface:** 20'

- (h) On Mill Road commencing at St Rt 64 to turn-a-round, a distance of 0.22 miles. There shall be expended not over the sum of \$6,325.00 for materials.
Type: Stone & Oil/Fog seal, **Width of traveled surface:** 21'
- (i) On Drumlin View Drive commencing at Mile Square Road to Hopper Hills Way, a distance of 0.75 miles. There shall be expended not over the sum of \$30,411.00 for materials.
Type: Crack fill/Micro pave, **Width of traveled surface:** 20'
- (j) On Hopper Hills Way commencing at St Rt 251 to cul-de-sac, a distance of 0.45 miles. There shall be expended not over the sum of \$18,455.00 for materials.
Type: Crack fill/Micro pave, **Width of traveled surface:** 20'
- (k) On Churchside Run commencing at Drumlin View Drive to cul-de-sac, a distance of 0.14 miles. There shall be expended not over the sum of \$4,950.00 for materials.
Type: Crack fill/Micro pave, **Width of traveled surface:** 20'
- (l) On Barben Circle commencing at Hopper Hills Way to cul-de-sac, a distance of 0.2 miles. There shall be expended not over the sum of \$7,550.00 for materials.
Type: Crack fill/Micro pave, **Width of traveled surface:** 20'
- (m) On Plains Road commencing at Honeoye Creek Bridge to St Rt 251, a distance of 0.5 miles. There shall be expended not over the sum of \$66,660.84 for materials.
Type: Mill & Pave, **Width of traveled surface:** 23'
- (n) On Dalton Road commencing at Honeoye Falls 6 Rd to County line, a distance of 0.11 miles. There shall be expended not over the sum of \$4,600.00 for materials.
Type: Stone & Oil/Fog seal, **Width of traveled surface:** 20'

Executed in duplicate this _____ day of _____, 20____.

Supervisor

Board Member

Board Member

Board Member

Board Member

Board Member

Highway Superintendent

Note: This agreement should be signed in duplicate by a majority of the members of the Town Board and by the Highway Superintendent. Both copies must be approved by the County Superintendent. One copy must be filed in the Town Clerk's office and one in the County Superintendent's office. COPIES DO NOT HAVE TO BE FILED IN ALBANY.

Short-term Rental Application Fee Sheet

Project Name: HAVEN @ WESTMINSTER STR.	
Project Address: 3880 RUSH MENDON RD.	
Applicant's Name: ANGELA HOLLICK.	
Applicant's Address: 15 HIRAM WAY, HONEOUE FALLS 14872.	
Applicant's Phone Number: (585) 455-3439.	
Applicant's Email Address: ANGELA@BOOKWESTMINSTER.COM	
Type of Application:	Fee:
First Time Application Valid 1 year	<input type="checkbox"/> \$450
Renewal Application Valid 2 years	<input checked="" type="checkbox"/> \$125
Reins:	<input type="checkbox"/> \$25

WESTMINSTER HALL & CHAPEL LLC
3886 RUSH MENDON ROAD
MENDON, NY 14506

10-4
220

1843

DATE **11/30/25**

SECURED BY
E2SAFEFIELD

PAY TO THE ORDER OF **Town of Mendon**

One hundred twenty five and ^{no}/₁₀₀ \$ **125.00**

M&T Bank DOLLARS

Security Features
Included
Details on Back

MEMO **STR - Renewal**

Angela Hollick

0220000461 9837763474 1843



APPLICATION FOR A SHORT-TERM RENTAL

IMPORTANT - This application does NOT contain all the information you need to know and address as an applicant/manager of a Short-Term Rental Property in the Town of Mendon. You are advised to thoroughly review Mendon Town Code Chapter 236 which is available online at www.townofmendon.org and https://ecode360.com/ME0067/laws/LF1799807.pdf

Form section for address and application type. Includes handwritten address: 3880 Rush Mendon Road, Mendon NY 14506. Application type options: First time application \$450 fee (Valid for 1 year), Renewal application \$125 fee (Valid for 2 years) (checked), Re-inspection \$25 fee.

ALL OWNERS OR DESIGNATED/AUTHORIZED AGENTS MUST BE LISTED BELOW AND SIGN THIS APPLICATION. INCLUDE ADDITIONAL SHEETS AS NECESSARY

Form section for owner/agent information. Includes handwritten name: Angela Hollick, address: 15 Hiram Way, Honeoye Falls NY 14472, phone: 585) 455-3439, email: Angela @ bookwestminster.com. Includes checkboxes for PROPERTY OWNER OR AUTHORIZED MANAGING AGENT.

- All portions of this application are required and must be completed.
Applications that fail to provide sufficient information shall be declined.

By signing this application, I/we attest that I/we:

- Have read and comprehended all requirements and standards contained in the Town of Mendon's Code Chapter 236 and agree to fully comply with the same;
Have included an accurate and suitable floor plan for each level of the dwelling that can be occupied;
Have certified that the accompanying floor plan is an accurate facsimile of the dwelling;

Submit this form with your application and fee to the Town of Mendon Code Enforcement Officer, 16 West Main Street, Honeoye Falls, NY 14472. Checks payable to The Town of Mendon.

APPLICATION FOR A SHORT-TERM RENTAL

4. Have included a plot diagram demonstrating adequate off-road parking spaces;
5. Agree, as a condition to the issuance of this permit, that said Short-Term Rental shall conform with all laws, ordinances of the Town and the State of New York Uniform Fire and Safety Prevention and Energy Code of the State of New York, and other applicable laws, codes, and regulations;
6. Authorize the Town Code Enforcement Officer to inspect the property to ensure compliance with all requirements and standards contained within Town and State Law;
7. Confirm the present and ongoing compliance within the Town's Short-Term Rental Standards;
8. Will limit lease periods to a maximum of 31 consecutive days
9. Certify that the Contact Person (the owner or the owners' designee) shall be responsible and authorized to act on the owners' behalf and shall promptly remedy any violation of the standards outlined in the Town Law and shall respond to any correspondence or concern from the Town Code Enforcement Officer within 24 hours; and
10. Attest that none of the owners of the subject property have had a Short-Term Rental Permit revoked within the previous year for any rental properties owned individually or together with others.

Signature(s) of ALL owners or their designated agents			
<p style="font-size: 1.2em; font-family: cursive;">Angela Holliu 11/30/25</p> <hr/> <input checked="" type="checkbox"/> Property Owner – Or – <input type="checkbox"/> Authorized Agent (IF designated) Date	<p style="text-align: right; font-size: 1.2em;">/ /</p> <hr/> <input type="checkbox"/> Property Owner – Or – <input type="checkbox"/> Authorized Agent (IF designated) Date		
<p style="text-align: right; font-size: 1.2em;">/ /</p> <hr/> <input type="checkbox"/> Property Owner – Or – <input type="checkbox"/> Authorized Agent (IF designated) Date	<p style="text-align: right; font-size: 1.2em;">/ /</p> <hr/> <input type="checkbox"/> Property Owner – Or – <input type="checkbox"/> Authorized Agent (IF designated) Date		

Submit this form with your application and fee to the Town of Mendon Code Enforcement Officer, 16 West Main Street, Honeoye Falls, NY 14472. Checks payable to The Town of Mendon.

SHORT-TERM RENTAL – PLOT DIAGRAM

Instructions: Clearly and distinctly locate all buildings and parking area(s) plus their dimensions, whether existing or proposed, and indicate all setback dimensions from property lines. Give identifying information or deed description; show all easements, street names, and adjacent property owner names; and show well, septic, and leach field locations. Show all bodies of water (creeks, etc.). Indicate whether it is an interior or corner lot. Also, indicate North. Use additional sheets if necessary.

Rear line _____ ft

↑
Setback from rear line _____ ft

← Setback from side line (A) _____ ft

Setback from side line (B) _____ ft →

Setback from front line _____ ft

↓

Frontage _____ ft

_____ Road

Submit this form with your application and fee to the Town of Mendon Code Enforcement Officer, 16 West Main Street, Honeoye Falls, NY 14472. Checks payable to The Town of Mendon.

SHORT-TERM RENTAL – FLOOR PLANS

INSTRUCTIONS:

Per Town Code Chapter 236-6, 8 (a-i), *Site plan/floor plan requirements*: the application shall include the following **details as described below**. Use additional sheets as necessary.

- a. A dimensioned floor plan, drawn in ink, to scale, measuring at least 8.5 inches by 11 inches, containing a title block, with signature line(s), and certified by the applicant, including the flooring:
- b. Location of all buildings, parking, and refuse areas.
- c. Basement floor plan including bedrooms, emergency escapes and rescue openings, utilities, heating and colling appliances, and means of egress.
- d. First floor plan including bedrooms, emergency escapes and rescue openings, utilities, heating and colling appliances, and means of egress.
- e. Second floor plan including bedrooms, emergency escapes and rescue openings, utilities, heating and colling appliances, and means of egress.
- f. Means of egress including path of travel from sleeping rooms.
- g. Locations of all smoke and carbon monoxide detectors and fire extinguishers.
- h. No sleeping rooms are allowed two stories above the second floor.
- i. No accessory structures, tents, recreational vehicles, or other similar arrangements are allowed for sleeping rooms/arrangements.

! Include and sign the following attestation with each of these and all drawings:

I certify that the accompanying dwelling **Plot Diagram** and **Floor Plans** are **complete and accurate** representations of the property in this application.


Signature of applicant

11/30/25
Date

Submit this form with your application and fee to the Town of Mendon Code Enforcement Officer, 16 West Main Street, Honeoye Falls, NY 14472. Checks payable to The Town of Mendon.

Town of Mendon Short-Term
COMPLIANCE CHECKLIST

<input type="checkbox"/> COMPLETED BY THE APPLICANT TO SUBMIT WITH THE APPLICATION , and will also be:	
<input type="checkbox"/> COMPLETED <i>SEPARATELY</i> BY THE CODE ENFORCEMENT OFFICER FOR ASSESSMENT	
Address of proposed short-term rental _____	
Property owner _____	

Check below as indicated whether the item **“Complies”** or **“Does NOT comply.”**

<input checked="" type="checkbox"/> = Complies	or	<input checked="" type="checkbox"/> = Does NOT comply
--	----	--

Make any important notations about issue(s) of deficiency/non-compliance at the end of this document.

A. Property Requirements

- (1) Property must comply with and meet all current *NYS Uniform Building Codes*.
- (2) There shall be one working smoke detector in each sleeping room and one additional smoke detector on each floor. Carbon monoxide detectors shall be installed as required by the New York State Uniform Fire Prevention and Building Code.
- (3) Evacuation procedures must be posted in each sleeping room to be followed in the event of a fire or smoke condition or upon activation of a fire or smoke detecting or other alarm device. *BACK OF BEDROOM DOORS.*
- (4) There shall be an ABC fire extinguisher on each floor and in the kitchen. Fire extinguishers shall be inspected prior to a renter occupying the property and no less than monthly by the permit holder(s) to ensure each contains a full charge. A record of the date inspected initialed by the permit holder shall be maintained and made available to the Code Enforcement Officer upon request.
- (5) The house number shall be located both at the road and on the dwelling unit so that the house number is clearly visible from both the road and the driveway.
- (6) Exterior doors shall be operational and all passageways to exterior doors shall be clear and unobstructed.
- (7) Electrical systems shall be in good operating condition, labeled, unobstructed and shall be visible for the Code Enforcement Officer during the permitting process. Any defects found shall be corrected prior to permit issuance.
- N/A* (8) All fireplaces shall comply with all applicable laws and regulations.
- (9) The property must have a minimum of one (1) off-road parking space for every bedroom shown on the floor plan included with the application.

AREA VARIANCE 7/28/23 FOR 7 BDRMS / 18 OCCP.

(10) Maximum occupancy for each Short-Term rental unit shall not exceed two (2) people per bedroom shown on the floor plan included with the application and two (2) people per minimum full size convertible sleeping accommodation furniture (i.e. futon, hide-a-bed) also identified on the floor plan. The maximum occupancy of a Short-Term rental Unit shall not exceed eight (8) people, including permanent residents and renters.

(11) In the event that the property has a septic system, the maximum occupancy shall be defined by the capabilities of the septic system, but in no event shall overnight occupancy for any Short-Term Rental Unit exceed eight (8) people total. LETTER FROM ENGINEER 8/2023.

(12) A septic system at the property must meet all county requirements.

(13) The septic system must have been pumped within the past three years and proof of pumping and satisfactory inspection by a qualified septic disposal firm shall be available to the Code Enforcement Officer. Once a Short-Term Rental permit is issued, the septic system must be pumped at least once every three years.

(14) The water supply to the property must meet all State requirements.

N/A (15) One sign identifying the Short-Term Rental shall be allowed per the Town's sign ordinance. The location, design and dimensions of the sign shall be reviewed and approved by the Code Enforcement Officer prior to issuance of the permit. If signage is desired after a permit has been issued, the Short-Term Rental permit holder must submit a request for review and approval to the Code Enforcement Officer prior to installation. NO SIGNAGE CURRENTLY.

B. Insurance and Indemnification

Prior to the issuance of any permit or renewed permit, the owner shall provide evidence of property insurance by submitting a current Accord certificate of General Liability and must reference that the premises is rated as Short-Term Rental. CURRENT CERTIFICATE ON FILE.

An Indemnification agreement shall be provided by the applicant. The applicant shall hold harmless and indemnify the Town of Mendon against any claim, damages, costs, expenses, and attorney's fees that may be incurred by the Town of Mendon or its Code Official shall be notified upon cancellation of said insurance.

TOWN TO PROVIDE A HOLD HARMLESS FOR SIGNATURES

(Garbage management)

C. Provisions shall be made for weekly garbage removal during rental periods.

Garbage containers shall be always secured with tight-fitting covers to prevent leakage, spilling or odors, and

placed where they are not clearly visible from the road except at approximate pick-up time.

D. Rental Contract

All applicants and permit holders must have a rental contract, which includes the following:

18 (1) Maximum property occupancy;

8 (2) Maximum on-site parking provided; and

KITCHEN (3) Good Neighbor Statement stating:

a. Guests are requested to observe quiet hours from 11:00 p.m. – 7:00 a.m.

b. All renters will be subject to New York Penal Law §240.20 or any successor statute regarding disorderly conduct.

c. Littering is illegal; and

d. Recreational campfires are allowed in accordance with Chapter 121 of the Town Code.

(Signage)

The following are *prominently displayed inside and near the front entrance* of the Short-Term Rental Property:

_____ Short-Term Rental permit;

_____ Maximum occupancy limit;

_____ Maximum parking;

_____ Contact form; and

_____ Standards.

Notations regarding any issue(s) of deficiency/non-compliance:

COREY T. GATES.

Print name of Owner/Applicant - or - Code Enforcement Officer

Corey T. Gates

11, 30, 2023.

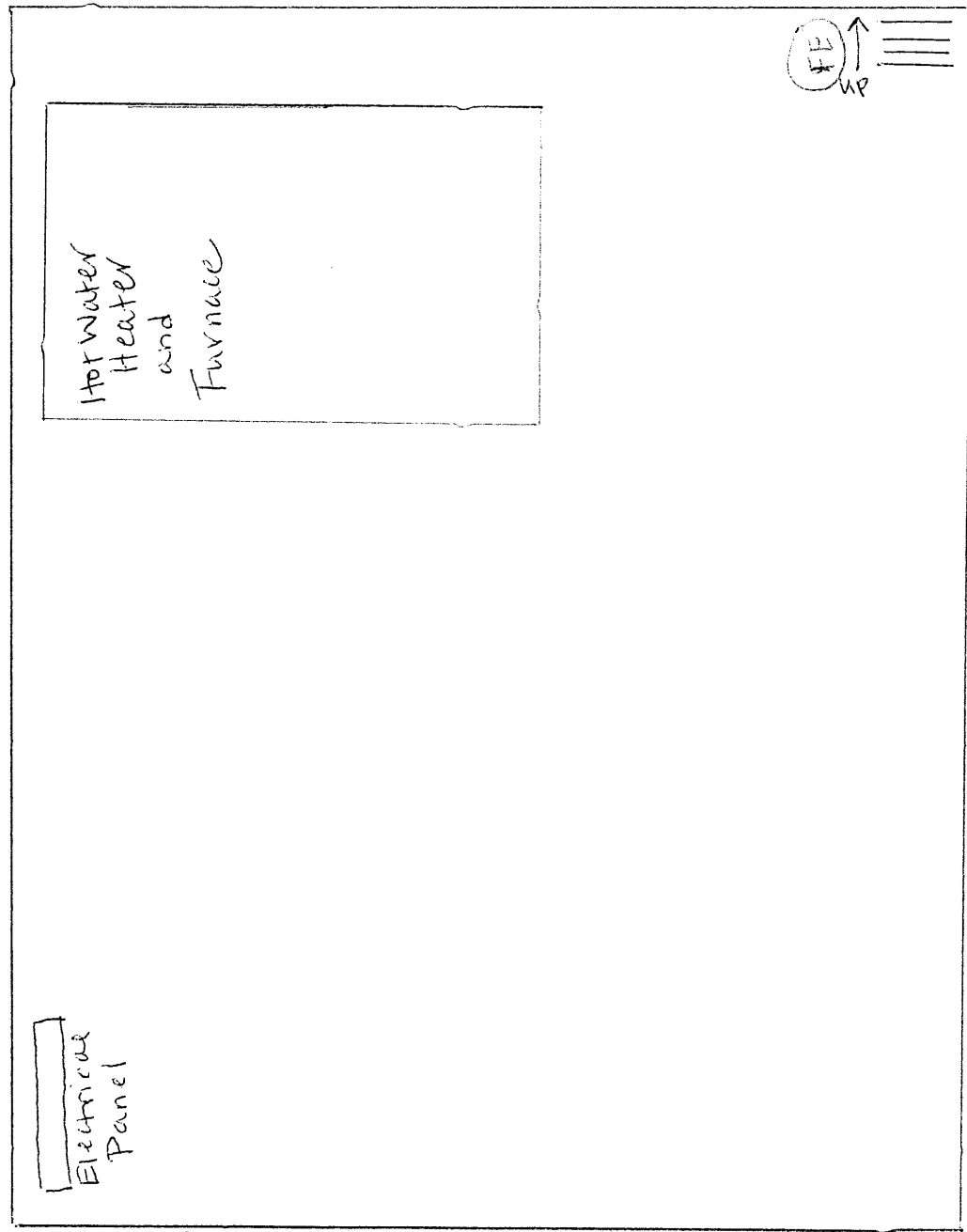
Signature of Owner/Applicant - or - Code Enforcement Officer

Date

The Haven at Westminster
3880 Rush Menden Road
Basement

DJ Construction
585-748-2517
14 Teakwood Lane
Fairport, NY 14450

Scale:
1 Foot = 1/4 inch



Approvals:

Town Supervisor

Code Enforcement Official

I, Angela Hollick, certify to the best of my knowledge this plan to be accurate.

Angela Hollick 8/11/23

The Haven at Westminster
3880 Rush Mendon Road
First Floor

DJ Construction
585-748-2597
14 Teakwood Lane
Fairport, NY 14450

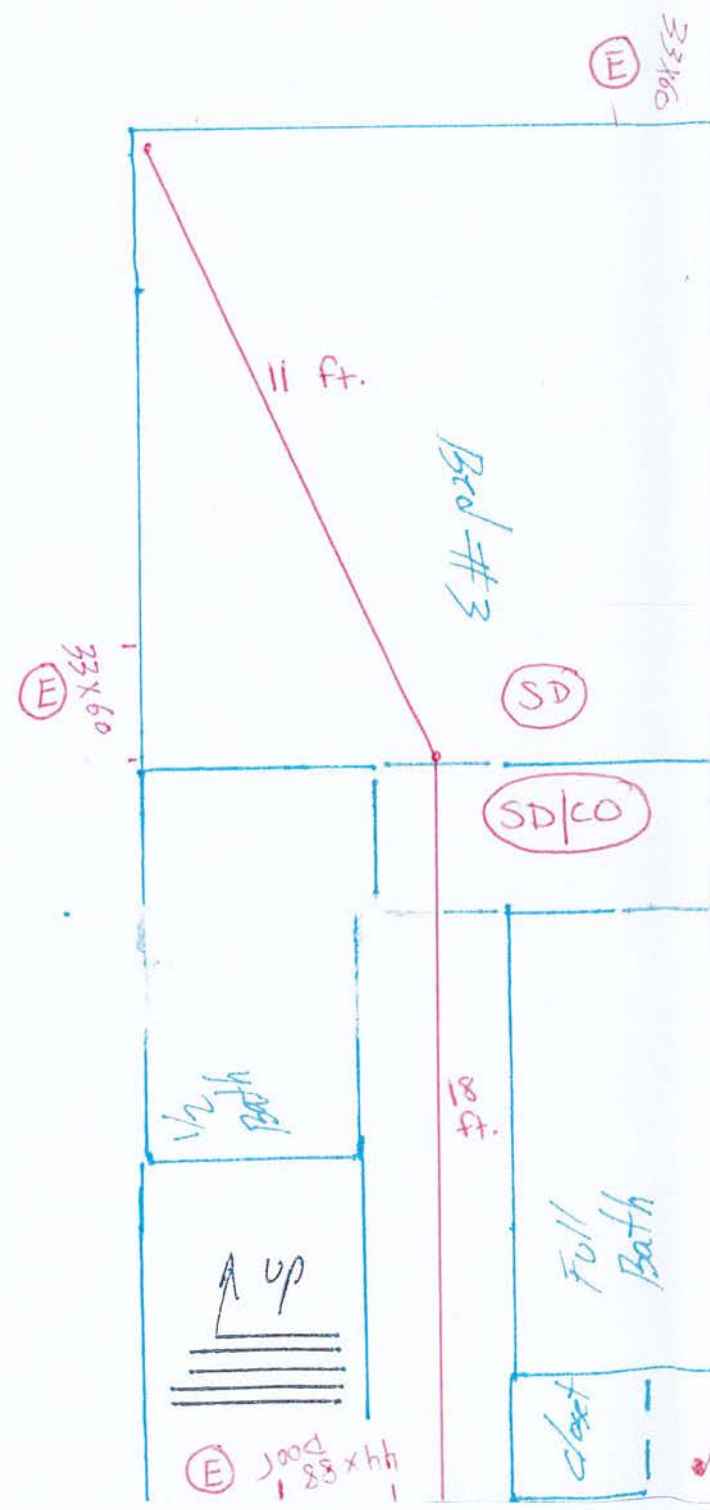
Scale: 1 Foot = 1/4 inch

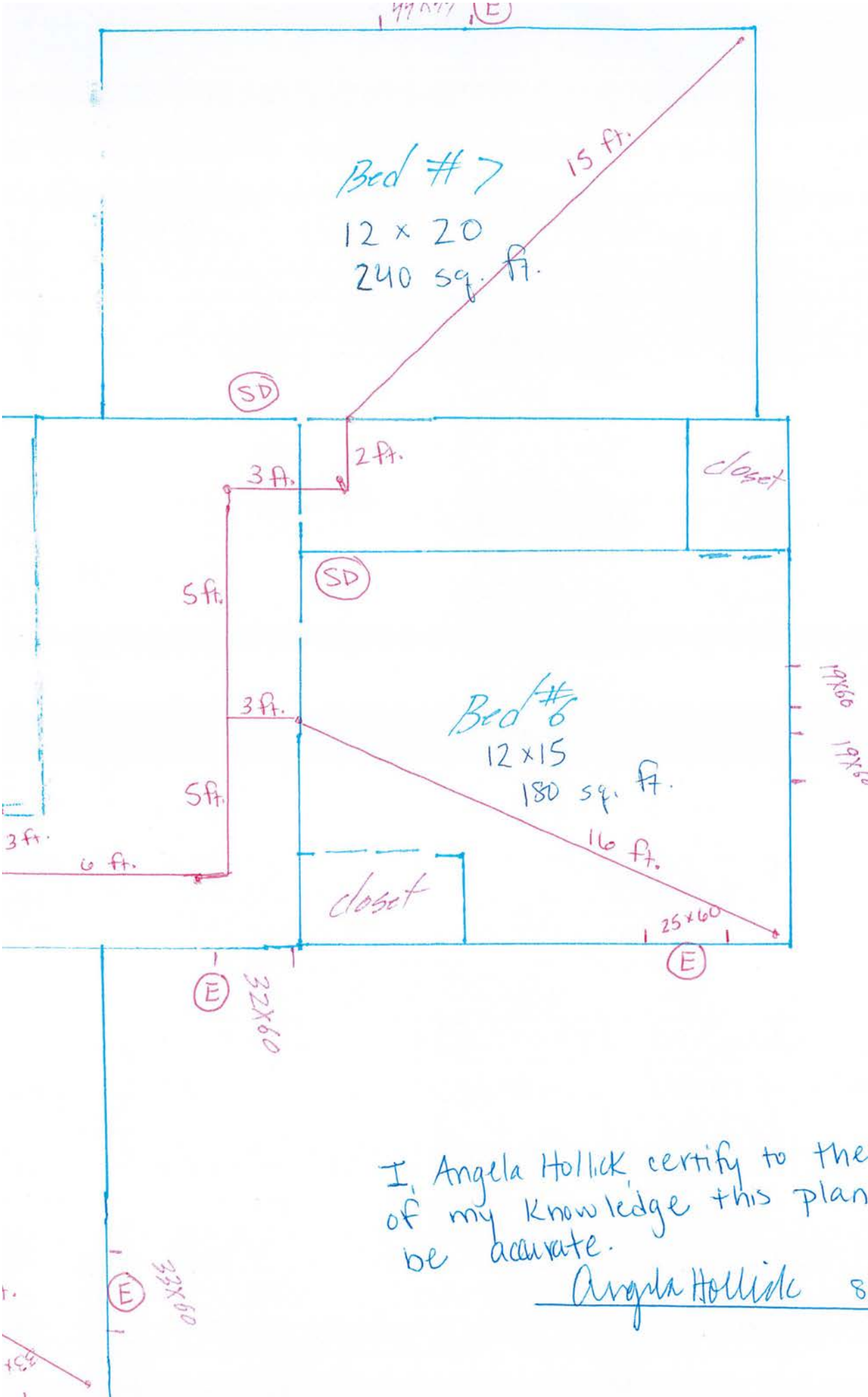
Approvals:

Town Supervisor

Code Enforcement Official

↓ Rush Mendon Rd ↓





I, Angela Hollick certify to the best of my knowledge this plan to be accurate.

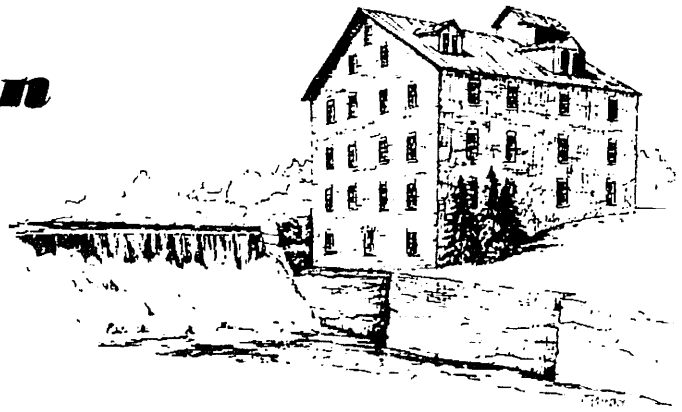
Angela Hollick 8/11/23

Town of Mendon

Preserving the Past...

Protecting the Present...

Promoting the Future



Re: Approval Request – New York Planning Federation Annual Conference Registration

Dear Town Board Members,

I am writing to request approval for several staff and board members to attend the New York Planning Federation Annual Conference, taking place April 19th–21st in Cooperstown, New York. This three-day conference offers a wide range of valuable training sessions and educational topics relevant to planning, zoning, and municipal development.

I had the opportunity to attend this conference last year, and I was extremely impressed with the depth of knowledge and practical tools it provided. Attendance this year will allow board members to complete their required (4) hours of annual training while gaining valuable knowledge on land use & zoning procedures that will benefit the Town.

At this time, I am seeking approval to register the following individuals:

- **Brooke Buckland**, Secretary to Planning & Zoning
- **Corey Gates**, Code Enforcement Officer
- **Danielle Liberatore**, Planning Board Member
- **Chris Mahood**, Zoning Board Chairperson

The registration fee is **\$300.00 per person**.

Once a final headcount of attendees is confirmed, I will return to the Board to seek approval for lodging accommodations.

Thank you for your consideration, and please let me know if any additional information is needed.

Respectfully submitted,

Secretary to Planning & Zoning

Town of Mendon Highway
101 Semmel Road
Honeoye Falls, NY 14472
585-624-6068

TO: John Moffitt,
Mendon Supervisor

FROM: Tom Voorhees,
Mendon Highway Superintendent

DATE: December 5, 2025

SUBJECT: Declaration of Surplus

I am requesting that the Town Board approve of the following Highway Department surplus to be sent to auction at RTI Auctions – Roy Teitsworth Inc.

- Old Highway Mitel HX 50006791 Controller Assembly Phone system and Mitel phones
- 2016 Ford F-250 (Truck #7)

Thomas Voorhees



John Moffitt <jmoffitt@townofmendon.org>

Declaration of scrap from MYC

Kevin Junge <bldgsandgrounds@townofmendon.org>
To: John Moffitt <jmoffitt@townofmendon.org>

Thu, Nov 20, 2025 at 9:24 AM

A few items from the basement of the youth center.

(2) hot water heaters. Old and not working

(3) old ceiling light fixtures. Old not working.

Misc paint cans. Expired

Kevin Junge
Town of Mendon - Buildings and Grounds
(585) 729-1514



John Moffitt <jmoffitt@townofmendon.org>

Scrap from Town Hall

1 message

Kevin Junge <bldgsandgrounds@townofmendon.org>

Wed, Nov 26, 2025 at 11:54 AM

To: John Moffitt <jmoffitt@townofmendon.org>

We would like to declare the following items from the town hall as scrap. These items have been replaced with new desks and cabinets. The old desks and cabinets were damaged and not very functionable.

- 2 Metal Desks - old and drawers broken
- 2 Wooden Desks - old and damaged from wear and tear
- 1 file cabinet - damaged

Thank you,

Kevin Junge
Town of Mendon - Buildings and Grounds
(585) 729-1514

A regular meeting of the Planning Board was held on Wednesday November 19th, 2025, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY 14472 at 7:00 pm.

PRESENT: Lauren Smith - Chair
Teresa Winship
Earl DeRue
Danielle Liberatore
Charlie Krukowski
Emilio Moran – MRB

ATTORNEY: Donald Young

OTHERS: Brent Rosiek – Town Councilperson
Mark Kokinda
Bryan White – McMahan LaRue
Kevin O’Hara
Christine Checho

Ms. Smith started the meeting at 7:00 pm.

Minutes were taken by Brooke Buckland, Secretary of Planning and Zoning Board.

APPROVE OCTOBER 15TH, 2025 MEETING MINUTES

Ms. Smith asked if anyone had any comments or concerns regarding the meeting minutes from October 15th, 2025. No comments were raised.

Motion to approve the minutes from the October 15th, 2025 Planning Board Meeting was made by Ms. Liberatore and seconded by Mr. Krukowski. All in favor, none opposed.

Ms. Smith - aye; Mr. DeRue – aye; Ms. Winship – aye; Ms. Liberatore – aye, Mr. Krukowski – aye.

O’HARA 2 – LOT SUBDIVISION & SITE PLAN

Kevin O’Hara, 54 Ransford Ave, Rochester, NY, for a 2 - lot subdivision and site plan on property located on 1495 West Bloomfield Road, Honeoye Falls, NY, consisting of 10.37 acres. Tax account no. 223.03-1-44. Zoned RA-5.

Bryan White from McMahan LaRue Associates presented the application on behalf of Kevin O’Hara and Christine Checho.

Mr. White explained that the O'Hara's are proposing to construct on Lot #1 while Lot #2 would be sold as an approved building lot. Both parcels would be served by on-site septic systems. They are working with the Monroe County Health Department and the Monroe County Department of Transportation for entrance permitting.

Mr. DeRue raised a concern about the septic system design, specifically about the pump going directly into the distribution box. He suggested implementing a dosing chamber.

Mr. DeRue questioned if the existing well was capped or if they have intentions or burying it.

The applicants confirmed the existing well was already capped and will remain capped.

Mr. Krukowski questioned the proposed well location for lot # 1, noting it appeared to be downhill from the leach field. It was agreed upon that a spot elevation would be added to verify the well location is higher than the septic system.

Ms. Winship expressed concern about the location of the proposed house on lot # 2, suggesting it may block the scenic vista. She recommended moving the house further back from the road and possibly staggering the home rather than clustering them.

The applicant agreed to relocate the proposed house on lot # 2 to preserve views.

Additional recommendations were made about moving the septic tanks closer to the driveway for easier service access and considering different siding materials than vinyl for better aesthetic quality, particularly since the property is in a prominent location.

The public hearing was opened.

Mark Kokinda, a neighboring property owner, noted that he has previously owned the property for 49 years before selling it to the applicant. He shared that he has no concerns with lot # 1 but wanted to express his concern with lot #2's development in respect to the 250 ft setback requirement for bow hunting. Which he engages in on his adjacent property.

The board decided to leave the public hearing open and tabled the application to their December 17th meeting, pending the Environmental Conservation Boards review of EPOD's present on the property.

GENERAL DISCUSSION

The Town Board was seeking the Planning Boards input on a recent rezoning request from Bill Gottermier regarding property at 923 Pittsford Mendon Center Road.

Town officials explained that the property was rezoned from RA-2 to RA-5 in the early 2000s. The property owner had objected to the rezoning at that time but did not get it changed back. The property was subsequently subdivided into three lots, but later these were combined back into two lots. Currently, the existing two lots do not conform to the RA-5 minimum requirements and are considered pre-existing non-conforming lots.

The property owner is now seeking to have the property rezoned to RA-2, which would allow for potential subdivision into three lots. If rezoning is not approved, the owner would need to seek approximately eight variances to proceed with development plans.

Board members unanimously expressed their opinion that the property should remain zoned as RA-5. Earl noted that when the owner converted back to two lots, he effectively accepted the RA-5 zoning, and changing it now would set a precedent for others with RA-5 zoning to seek similar changes. Teresa observed that the RA-2 areas nearby were planned developments, while this appeared to be an effort to "squeeze three parcels" into one lot. The Board Chair noted that RA-5 zoning aligns with the town's comprehensive plan.

UPCOMING MEETING INFO

December 3rd, 2025 – Cancelled

December 17th, 2025 – O’Hara 2 – Lot Subdivision & Site Plan

Motion to adjourn the meeting at 7:41 pm was made by Ms. Liberatore and seconded by Ms. Winship.

Ms. Smith - aye; Mr. DeRue – aye; Ms. Winship – aye; Ms. Liberatore – aye, Mr. Krukowski – aye.