

A regular meeting of the Mendon Town Board was held at 7:00 PM, Monday, December 9, 2024, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY.

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

TOWN CLERK: Michelle Booth

OTHERS PRESENT: Danny Bassett, Tom Fromberger, *Town Engineer*, Gary Loope, *Deputy Highway Superintendent*, Andrew Caschetta, *Highway Superintendent*, Peter Doyle, and several employees.

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

AGENDA

(Resolution 24-317)

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to adopt the amended agenda.

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

PUBLIC COMMENT

1. **Scott Schlesing, 4597 Shelly Road, Livonia, NY 14487**, addressed the Board on behalf of several Highway Department employees regarding the proposed changes to their holiday schedule. He emphasized that the current holiday schedule is cost-effective and helps save taxpayers' money, suggesting that altering it could lead to increased costs or decreased employee satisfaction. Mr. Schlesing also raised concerns about the 5% dental increase given to certain employees who are not currently contributing to dental benefits. Additionally, he highlighted the exceptional talent among the Town's employees and expressed concern that reducing or removing incentives could make it difficult to retain these skilled individuals. He pointed out that approximately two-thirds of the current workforce is eligible for retirement, which creates a need to attract young, talented employees to ensure continuity and stability. Mr. Schlesing urged the

Board to carefully consider the potential long-term impacts of these changes on employee retention and recruitment, emphasizing the need to maintain competitive incentives to secure the Town's future workforce.

2. **John Recktenwald, 8504 County Road 14, Ionia, NY 14475**, addressed the Town Board and encouraged them to engage more directly with the Highway employees. He suggested that Board members visit the department, observe the work being done, and take the time to meet and get to know the employees. Mr. Recktenwald also urged the Board to thoughtfully consider the perspectives and preferences of the employees regarding the proposed changes to the holiday schedule.
3. **Gary Loope, 21 Semmel Road, Honeoye Falls, NY 14472**, shared several comments and questions regarding the agenda items during the public comment session. He began by addressing the public hearing on the Capital Improvement Plan, noting that the proposal includes \$40,000 for an additional sports field. Mr. Loope questioned whether this expenditure is genuinely necessary or simply a request from the soccer program, urging the Board to carefully evaluate its necessity. Mr. Loope also inquired about the proposed hamlet sidewalk project, asking where the related documents could be accessed to review what work is planned. He sought clarification on whether the public would have an opportunity to provide input, who is overseeing the project, and what portion of the County contract the Town is responsible for. Turning to the Highway Department, Mr. Loope expressed concern about the proposed holiday schedule changes. He pointed out that Highway employees are often called out to work during holidays, missing valuable time with their families, and suggested that these unique demands be considered in the decision-making process. Additionally, he raised a question about ECB training, asking who determines what training qualifies to meet the requirements. Finally, Mr. Loope commented on the library transfer to reserves, questioning why the Town needs to be involved in this matter if the library trustees have already approved the transfer.

COMMUNICATIONS

TOWN CLERK, Michelle Booth, informed the Board that the New York State Department of Agriculture and Markets recently audited the Dog Control Officer, and the audit found no violations.

Ms. Booth also highlighted two important community initiatives her office is supporting. First, in partnership with the VA, her office is offering free gun locks to residents as part of efforts to promote gun safety and raise awareness about suicide prevention. Second, she has begun collaborating with Med-Project to provide prepaid envelopes for the safe

disposal of unused medications, ensuring proper and environmentally responsible disposal.

Additionally, she reported that the Town of Victor will soon begin workshops related to a proposed solar project that borders the Town of Mendon. Residents and interested parties are encouraged to attend these workshops to learn more and provide input.

ATTORNEY FOR THE TOWN, Brian Marianetti, provided updates on two key matters he recently researched.

First, he addressed the potential liability associated with equipping Town vehicles with mobile AED (Automated External Defibrillator) devices. Mr. Marianetti explained that, in most cases, the Good Samaritan Law would offer protection against liability issues. He also noted that most AED providers offer comprehensive training to ensure proper usage, further mitigating potential risks.

Second, Mr. Marianetti reviewed whether there are any legal restrictions preventing the Town from not observing federal holidays. His research did not uncover any substantial laws or regulations prohibiting the Town from making such decisions.

TOWN BOARD

Brent Rosiek, provided several updates to the Board:

He attended the Mendon Community Business Association's November meeting and the "Holidays in the Hamlet" event. He expressed his belief that the event was a great success and will continue to grow and improve in the coming years.

Mr. Rosiek updated the Board on recent and upcoming Planning Board business. He continues to collaborate with the Code Enforcement Officer, Town Supervisor, and Planning Board Attorney, with the next meeting scheduled for December 17, 2024. At this meeting, they aim to make progress on updates to Chapter 138 and Chapter 159 of the Town Code.

He also attended a meeting at the Farmington Town Hall regarding a records management grant to digitize all Town records. He strongly recommended moving forward with this initiative, emphasizing its long-term benefits for record accessibility and preservation.

Mr. Rosiek reported that all documentation related to the Hamlet Sidewalk Project is available on the Town's website. While walking through the "Holidays in the Hamlet" event, he observed several sidewalks in need of repair and suggested prioritizing these repairs in the coming year to ensure safety.

Regarding the retaining wall in the hamlet, he noted that all required information has been submitted, and they are now waiting for a response. Additionally, he has been working with the Attorney and Engineer to finalize standard easement verbiage, ensuring consistency and legal clarity.

He suggested utilizing the survey feature in ADP to gather employee feedback on various topics, highlighting it as a potentially valuable tool for improving communication and engagement.

Finally, Mr. Rosiek recently requested the final accounting on the 284 Agreement from the Highway Department and proposed establishing a firm deadline for this information to be submitted to the Board in 2025 to enhance transparency and planning.

Kim Roberts shared that she attended the "Holidays in the Hamlet" event and thoroughly enjoyed the festivities, praising the event's success. She also informed the Board that she will be attending the Zoning Board of Appeals meeting scheduled for December 12, 2024.

Cynthia Carroll provided several updates and observations:

She attended the "Holidays in the Hamlet" event and reported noticing 8-9 streetlights in the hamlet that were not functioning. Supervisor Moffitt explained that the Buildings and Grounds attempted to repair the lights but found the conditions unsafe, so they are in the process of obtaining estimates for professional repairs and/or replacements.

Regarding the Library, Ms. Carroll shared that the Library Board is seeking clarification on the interview process for new Board Members, as they have not yet received any details on this matter. She reported that the Library recently purchased Cricut supplies using funds from the Teen Grant and noted that the 2025 budget has been finalized, covering programs and other initiatives.

Staff training day was a success, with 13 staff members in attendance. The day included a tour of the Central Library, which was well-received.

In Teen News, Ms. Carroll highlighted several recent and upcoming activities:

- The teens organized an Epilepsy Awareness Event during Epilepsy Awareness Month.
- They participated in a bracelet-making event and also helped decorate the library for the holidays.

For December, the library has exciting plans:

- The Two-Language Story Time for preschoolers will be reintroduced on Fridays, providing an engaging bilingual experience.
- Miss Rosa will return to volunteer from January through April, supporting various programs.
- The library will host a Curious George Day, featuring crafts, stories, and a parade.
- During the holiday break, the Zoo will return to present a special Animal Story Time Event.
- To close out the year, there will be a Zumba Class for kids, encouraging fitness and fun before the New Year.

Thomas Dubois provided updates on the Historic Preservation Commission and the Environmental Conservation Board (ECB) meetings. He shared that the ECB is actively reviewing the Climate Plan and is making steady progress toward finalizing it in the coming months. Additionally, Mr. Dubois complimented the festive hamlet holiday decorations.

Town Supervisor, John Moffitt, provided several updates during the meeting:

- He expressed appreciation for the volunteer residents who decorated the flower beds at Town Hall, adding a festive and welcoming touch to the grounds.
- The plumbing at Town Hall has been replaced, addressing ongoing issues and preventing further disruptions.
- Supervisor Moffitt shared updates about the Town of Henrietta's proposed dog shelter and the new regulations expected to take effect in 2025, noting their potential impact on the Town.
- He acknowledged receiving numerous road condition complaints last week and reported that an accident had occurred.
- The bond payments for the Town are scheduled to be made next week, ensuring timely financial obligations.
- Insurance information for 2025 was received from the broker, and he has begun reviewing the details.
- Supervisor Moffitt recently met with the Library to discuss their budget and related matters.
- A couple of computers at Town Hall were replaced.
- He explained the Mendon Green sewer charges for 2025, emphasizing that Pittsford will provide an annual report each June to assist with budgeting purposes.
- The Highway Secretary has been working diligently to update charge accounts, ensuring that current information is on file.

- Finally, Supervisor Moffitt, in collaboration with the Town Clerk, has been working on updates to the Personnel Policy and aims to have the revisions finalized and approved at the Organizational Meeting in January.

SUPERVISOR’S MONTHLY REPORT

(Resolution 24-318)

A motion was made by Ms. Roberts, seconded by Mr. Dubois, to acknowledge receipt of the Supervisor’s monthly report for October 2024.

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

TOWN CLERK’S MONTHLY REPORT

(Resolution 24-319)

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to acknowledge receipt of the Town Clerk’s monthly report for November 2024, showing receipts and disbursements in the amount of \$40,323.02.

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

MINUTES

(Resolution 24-320)

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to approve the meeting minutes held on November 18, 2024, as amended to change the time in item #15 from 7pm to 4pm.

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

BUDGET ADJUSTMENTS

(Resolution 24-321)

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

From: A1620.1	Town Hall Personal Svcs.	\$ 4,000.00
To: A1620.11	Community Ctr. Personal Svcs.	\$ 4,000.00
From: A1620.412	Community Ctr. Improvement	\$ 500.00
To: A1620.413	Town Hall - Display Case	\$ 500.00

From: A1990.470	Contingent	\$13,100.00
To: A1220.41	Supervisor Travel	\$ 1,000.00
To: A1420.1	Attorney	\$ 4,000.00
To: A5132.41	Garage maintenance	\$ 1,000.00
To: A9050.8	Unemployment Insurance	\$ 7,100.00
From: A5132.413	Garage Utilities	\$ 1,000.00
To: A5020.1	Safety - personal Svcs.	\$ 1,000.00
From: B1990.4	Contingent	\$ 2,000.00
To: B3620.401	Building Training	\$ 1,000.00
To: B5182.4	Street lighting	\$ 1,000.00
From: B8020.41	Engineering	\$ 2,200.00
To: B8020.111	Planning Attorney	\$ 2,000.00
To: B8090.1	ECB-personal Svcs.	\$ 200.00
From: DA2416	County Snow	\$ 6,600.44
To: DA5148.117	Local other governments	\$ 6,600.44
From: DA2418	County - Summer	\$ 6,000.00
To: DA5148.114	County Summer Work	\$ 6,000.00
From: DA5130.1	Personal Svcs.	\$ 625.00
To: DA9056.8	Uniform Cleaning	\$ 125.00
To: DA9057.8	Clothing	\$ 500.00
From: DB3310.1	Signs - Personal Svcs.	\$35,000.00
From: DB5140.1	Brush & Weeds - Personal Svcs.	\$ 5,000.00
From: DB5141.102	Misc. Holiday	\$30,000.00
From: DB5141.103	Vacation	\$20,000.00
From: DB5142.114	Town Snow	\$20,000.00
To: DB3300.1	Personnel	\$110,000.00
From: DB5142.4	Town Snow-Contractual	\$ 250.00
To: DB3310.4	Signs - Contractual	\$ 250.00

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

VOUCHERS

General Abstract A (Resolution 24-322)

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to approve all claims on vouchers numbered 24-659 to 24-670, on General Abstract 24-12A, for \$27,706.34. Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Roberts, Aye; Mr. Rosiek, Aye; and Mr. Moffitt, Aye

General Abstract B
(Resolution 24-323)

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to approve all claims on vouchers numbered 24-671 to 24-706, on General Abstract 24-12B, for \$21,993.67. Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Roberts, Aye; Mr. Rosiek, Aye; and Mr. Moffitt, Aye

Highway Abstract A
(Resolution 24-324)

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to approve all claims on vouchers numbered 24-226 to 24-254, on General Abstract 24-12, in the amount of \$40,025.53. Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Roberts, Aye; Mr. Rosiek, Aye; and Mr. Moffitt, Aye

Library Abstract A

Library vouchers numbered 24-198 to 24-205, on Library Abstract 24-12A, in the amount of \$2,179.95, were presented to the Town Board for payment.

Library Abstract B

Library vouchers numbered 24-206 to 24-218, on Library Abstract 24-12B, in the amount of \$14,136.62, were presented to the Town Board for payment.

PUBLIC HEARING - 2025 PRELIMINARY BUDGET

Supervisor Moffitt opened the public hearing at 7:47 PM.

Public Comment

There were no comments from the public.

(Resolution 24-325)

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to close the public hearing at 7:48 PM.

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

2025 FINAL BUDGET - ADOPTION

(Resolution 24-326)

A motion was made by Mr. Rosiek, seconded by Ms. Roberts, to adopt the 2025 Final Budget as presented.

The elected officials salaries are as follows:

Town Supervisor	\$84,417.00
Town Board Member (4)	\$10,740.50
Town Justice (2)	\$22,001.00
Town Highway Superintendent	\$89,248.00
Town Clerk	\$76,663.00

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

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

LOCAL LAW NO. 6 OF 2024 TO AMEND THE TOWN OF MENDON ZONING LEGISLATION TO ADDRESS ZONING FOR ACCESSORY BUILDINGS/STRUCTURES - PUBLIC HEARING

(Resolution 24-327)

Supervisor Moffitt opened the public hearing at 7:48 PM.

Public Comment

There were no comments from the public.

(Resolution 24-328)

A motion was made by Mrs. Roberts, seconded by Mrs. Carroll, to close the public hearing at 7:48 PM.

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

LOCAL LAW NO. 6 OF 2024 AMENDMENT THE TOWN OF MENDON ZONING LEGISLATION TO ADDRESS ZONING FOR ACCESSORY BUILDINGS/STRUCTURES - ADOPTION

(Resolution 24-329)

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to adopt the following: WHEREAS, a public hearing was duly called for, and held on December 9, 2024, relative to a proposed local law to "Amend the Town of Mendon Zoning Legislation to

Address Zoning for Accessory Buildings/Structures," and all interested parties were permitted an opportunity to speak thereon, and WHEREAS, the Town Board of the Town of Mendon, after due deliberation, finds it in the best interest of the Town to adopt said local law for the reasons set forth therein, and finds that the Mendon Town Code should thus be amended as set forth therein. NOW, THEREFORE BE IT RESOLVED, that, in accordance with the State Environmental Quality Review Act, the Town Board hereby approves the EAF Part 2 and 3, issuing a negative declaration relative to this matter, and BE IT FURTHER RESOLVED, that the Town Board hereby adopts said Local Law to "to Amend the Town of Mendon Zoning Legislation to Address Zoning for Accessory Buildings/Structures," all as set forth in the attached Local Law, which is incorporated herein and made a part hereof, and BE IT FURTHER RESOLVED, that the Town Clerk be and hereby is directed to enter said Local Law into the minutes of this meeting, to give due notice of the adoption of said Local Law to the Secretary of State of the State of New York, and to have the physical and electronic Code updated in accord herewith.

LOCAL LAW NO. 6 OF 2024 TO AMEND THE TOWN OF MENDON ZONING LEGISLATION TO ADDRESS ZONING FOR ACCESSORY BUILDINGS/STRUCTURES

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

Section I. Authorization

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

Section II. Title and Purpose

This law shall be known as and may be cited as Local Law No. 6 of 2024 "to Amend the Town of Mendon Zoning Legislation to Address Zoning for Accessory Buildings/Structures." Its purpose is to revise the Code of the Town Mendon, NY such that accessory buildings/structures are not permitted in front yards and to clarify required setbacks regarding the same.

Section III. Legislative Intent and Finding

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

Section IV. Substantive Legislation

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

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

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

Section 260-8 (“Regulations Applicable to All Districts”) of the Code, Subsection “C” thereof, shall be amended by revising subsection (10) thereof (i.e., Section 260-8[C](10)) to read as follows:
(10) Accessory buildings/structures shall not be located in a Front Yard.

Section V. Validity and Severability

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

Section VI. Repeal, Amendment and Supersession of Other Laws

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

Section VII. Effective Date

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

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

**CAPITAL IMPROVEMENT PROGRAM - ESTABLISH PUBLIC HEARING
(Resolution 24-330)**

A motion was made by Mr. Dubois, seconded by Mr. Rosiek, to hold a public hearing on the Capital Improvement Program, 4:00PM, Monday, December 30, 2024, or as soon thereafter as said hearing can be convened, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY.

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

**2025 ASSOCIATION OF TOWNS ANNUAL TRAINING - ATTENDANCE APPROVAL
(Resolution 24-331)**

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to approve the attendance of the Town Supervisor, Town Clerk, Town Board members Rosiek and Roberts, and the Code Enforcement Officer to attend the Association of Towns Annual Training, February 16-19, 2025, in New York City. All necessary and legal expenses associated with training according to the Town of Mendon Travel Policy will be paid from the 2024 and the 2025 budgets and come from the following line items: A1220.400; A1010.400; A1410.400; and B3620.400.

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

**HAMLET SIDEWALK PROJECT -AGREEMENT WITH MONROE COUNTY
(Resolution 24-332)**

A motion was made by Mrs. Roberts, seconded by Mr. Rosiek, to authorize the Supervisor to enter into an intermunicipal agreement with Monroe County regarding the acceptance of funding for the Hamlet Sidewalk Project for Mile Square Rd north of Rte. 251.

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

HOLIDAY SCHEDULE POLICY - TABLED

A motion was made by Mr. Rosiek, seconded by Mrs. Roberts, to adopt the following Holiday Schedule Policy:

The Town of Mendon will grant fourteen (14) paid holidays to all full-time employees as follows:

All Federal Holidays will be observed, as the Federal Government determines.

The remaining Holidays will be at the recommendation of the Town Supervisor for all employees working at Town Hall. The Highway Superintendent will recommend any remaining days for all employees working at the Highway Department. The schedule will be determined by the Mendon Town Board at the Organizational Meeting or earlier Mendon Town Board Meeting. The Library Board of Trustees will determine the Holiday Schedule for the Mendon Public Library. Library employees are not employees of the Town of Mendon.

Anyone who works on a predetermined Paid Holiday will receive 7 or 8 hours pay depending on their regular hours. Working on a Paid Holiday is determined by the Department Head with permission of the Town Supervisor. Any employees determined by the Department Head and approved by the Town Supervisor as previously scheduled essential or emergency call outs will receive time and a half pay.

Any part-time employees who are called into work or previously scheduled on a designated holiday by a Town Supervisor, Highway Superintendent or Department Head, will receive time and a half pay.

There was discussion regarding the Highway Holiday Schedule.

(Resolution 24-333)

A motion was made Mrs. Carroll, seconded by Mr. Dubois, to table the motion to adopt the Holiday Schedule Policy.

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

EQUIPMENT PURCHASES FROM DB FUND POLICY

(Resolution 24-334)

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, to adopt the following policy:

Any and all Highway equipment purchased with DB (Town outside Village) funds are to be charged to the Village of Honeoye Falls ("Village") for any work performed in the Village that does not include work on State or Monroe County Roads. At its discretion, the Town Board may waive any charges associated with such work, to be considered on a project by project basis. For DB purchased equipment the same charges used for Monroe County work will be associated with Village work. Labor paid by DB will be the fringe rate for Village work. CHIPS funding is not applicable for work performed in the Village. Equipment purchased by the DA fund will not be charged back to the Village. Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Roberts, Aye; Mr. Rosiek, Aye; and Mr. Moffitt, Aye

IT POLICY - UPDATE

(Resolution 24-335)

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to adopt the following revision to the IT Policy:

Password Policy

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

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

Password Requirements:

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

Password Management:

- Employees may share their passwords with town staff, including supervisors or IT staff/ contractors.
- Employees must lock their devices (EB Win+ L) or log out of their accounts (EB Win+ X, U, I) when leaving them unattended for more than a few minutes.

- IT staff must enforce the password policy and monitor for any password-related issues.
- IT staff must reset passwords immediately upon notification of potential or actual password compromise.

Password Usage:

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

Enforcement: Violations of this password policy may result in disciplinary action, as outlined in the Town of Mendon's personal policy.

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

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

ECB MEMBER TRAINING PLAN-APPROVAL
(Resolution 24-336)

A motion was made by Mrs. Roberts, seconded by Mr. Dubois, to approve the Professional Development Training Plan for 2024 submitted by ECB member Margaret Bailey and dated December 4, 2024, to meet her 2024 training requirements.

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

LIBRARY FUND - APPROVE TRANSFER TO RESERVES
(Resolution 24-337)

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, to approve the transfer of \$5,000.00 from the Library Operating Fund, Hardware line L7410.230 to the Special Computer Reserve Fund L888. This resolution is subject to permissive referendum.

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

REORDER ADGENDA ITEMS
(Resolution 24-338)

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to move public comment to the next item on the agenda and reorder accordingly.

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

PUBLIC COMMENT

Daniel Farrell, Scott Way, Scott Schlesing, John Recktenwald, Caleb Slattery, and Carter Whitmore, all employees of the **Town of Mendon Highway Department**, spoke individually during the public comment session to express their opposition to the proposed holiday schedule change.

While each employee presented their perspective separately, they were unanimous in their support for keeping the current holiday schedule, which they feel has worked well for several years. They emphasized that the existing schedule is an important benefit to them, providing a sense of balance and appreciation for their hard work during the winter months.

They also voiced concerns that changes to the holiday schedule could negatively impact employee retention. All agreed that perks like the current holiday schedule play a key role in maintaining a dedicated and skilled workforce, encouraging employees to stay with the Town. They urged the Board to seriously consider their opinions and concerns before making any decisions.

Andrew Caschetta, Highway Superintendent, explained that he does not unilaterally set the holiday schedule for the Highway Department employees. Instead, he seeks their input, allowing the employees to collectively decide on the schedule they will follow each year.

Gary Loope, 21 Semmel Rd, provided several comments:

- He recalled that the Town had previously received a records management grant years ago.
- Mr. Loope noted that the video and audio quality of the meetings could use improvement.
- He asked for clarification on who is responsible for determining the specific training requirements for the Environmental Conservation Board (ECB) to ensure compliance with regulations.
- Mr. Loope also expressed support for the current practice regarding the Highway Department's holiday schedule, stating that in the past, employees were always consulted, and their input played a significant role in shaping the final decision.

EXECUTIVE SESSION

(Resolution 24-339)

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to enter into executive session, for litigation updates by the Attorney to the Town, at 8:44PM.

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

Mr. Marianetti updated the Board on pending litigation.

(Resolution 24-340)

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, to exit the executive session at 8:50PM.

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

GASCON FAMILY VINEYARDS, LLC AND DAVID S. GASCON V. TOWN OF MENDON TOWN BOARD - UNTABLE AND APPROVE

(Resolution 24-341)

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to untable the following motion and vote thereon: To authorize a stipulation granting a Special Use Permit and resolving the matter of Gascon Family Vineyards, LLC and David S. Gascon v. Town of Mendon Town Board; E2023011686.

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

ADJOURNMENT

(Resolution 24-342)

A motion was made by Mr. Rosiek, seconded by Mrs. Roberts, to adjourn the meeting at 8:52PM.

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