

The Organizational Meeting of the Mendon Town Board was held at 7:00 PM, Monday, January 6, 2025, 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*, Mary Louise Meisenzahl, and John Recktenwald .

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

AGENDA

(Resolution 25-001)

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to adopt the agenda as amended, to add an agenda item.

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

PUBLIC COMMENT

Gary Loope, 21 Semmel Rd, reported that he has yet to receive his annual HRA deposit from the Town. He contacted Benefit Resource to address the issue but encountered unhelpful responses and runaround explanations. Frustrated by the lack of resolution, Mr. Loope urges the Town to take action and ensure the matter is promptly addressed.

DELEGATION OF ADMINISTRATIVE DUTIES TO THE SUPERVISOR

(Resolution 25-002)

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

BE IT RESOLVED, that pursuant to Town Law, §29(16) the Town Board hereby authorizes and delegates to the Town Supervisor powers and duties of day-to-day administration and supervision of all town and special district facilities and employees consistent with and in furtherance of any and all State and Federal laws applicable

thereto and with any and all local laws, resolutions or policies heretofore or hereafter adopted by this Town Board.

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

POSITION APPOINTMENTS – PART TIME

(Resolution 25-003)

A motion was made by Mr. Rosiek, seconded by Mrs. Roberts, to retain the following part time positions and appoint the designated individuals to serve at the pleasure of the Town Board, term to expire December 31, 2025:

Code Compliance Officer - Corey Gates
 Building Inspector - Corey Gates
 Deputy Building Inspector – Tim Fess
 Planning Officer – Corey Gates
 Fire Marshall - Corey Gates
 Building Department Clerk – Craig Osterling
 Assessment Department Clerk - Bruce Fullerton
 Court Clerk - Michelle Booth
 Deputy Court Clerk - Bonnie M. Toomey
 Secretary to the Planning Board and ZBA – Brooke Buckland
 Dog Control Officer- Kevin Junge

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

POSITION RETENTION

(Resolution 25-004)

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

BE IT RESOLVED, that this Town Board retains the position of Deputy Supervisor, established pursuant to Sec. 42 Town Law, term to expire December 31, 2025. During the absence or inability to act of the supervisor, or while the office of supervisor is vacant, the deputy supervisor shall preside, when present, at the meetings of the Town Board and shall be vested with all powers and may perform all of the duties of the supervisor under the Town Law.

BE IT FURTHER RESOLVED, that this Town Board retains the position of Secretary to the Supervisor Part Time, term to expire December 31, 2025.

BE IT FURTHER RESOLVED that this Town Board retains the position of Town Historian and Deputy Town Historian – Part Time, pursuant to Sec. 57.07 of the Arts & Cultural Affairs Law, term to expire December 31, 2025.

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

Deputy Town Supervisor

Supervisor Moffitt notified the Town Board that he has appointed Brent Rosiek to the position of Deputy Town Supervisor, term to expire December 31, 2025.

Secretary to the Supervisor – Part Time

Supervisor Moffitt notified the Town Board that he has appointed Danielle Liberatore as Secretary to the Supervisor – Part Time, term to expire December 31, 2025.

Town Historian – Part Time

Supervisor Moffitt notified the Town Board that he has appointed Diane C. Ham as Town Historian – Part Time, term to expire December 31, 2025.

Deputy Town Historian – Part Time

Supervisor Moffitt notifies the Town Board that he has appointed Christopher Carosa as Deputy Town Historian – Part Time, term to expire December 31, 2025.

**DEPUTY TOWN CLERK-PART TIME – POSITION RETENTION AND APPOINTMENT
(Resolution 25-005)**

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to retain the Deputy Town Clerk – Part-Time position, with the full powers and duties of the town clerk.

Compensation is approved by the Town Board.

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

Town Clerk, Michelle Booth, notified the Board that she has appointed Bonnie M. Toomey and James P. Merzke to the position of Deputy Town Clerk – Part-Time.

**HIGHWAY DEPARTMENT – POSITION RETENTIONS AND APPOINTMENTS
(Resolution 25-006)**

A motion was made by Mrs. Carroll, seconded by Mrs. Roberts, to retain the position of Secretary to Highway Superintendent, full-time.

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

(Resolution 25-007)

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to appoint Denise Zimmermann to the position of Secretary to Highway Superintendent, full-time.

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

(Resolution 25-008)

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

BE IT FURTHER RESOLVED, that this Town Board retains the position of Deputy Highway Superintendent – for a term to expire December 31, 2025. The Deputy Highway Superintendent functions during the absence or inability of the Town Highway

Superintendent to act, and at that time is vested with all the powers and duties of the Town Highway Superintendent. This is a non-compensated position.

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

Highway Superintendent, Andrew Caschetta, notified the Board that he has appointed Gary Loope to the position of Deputy Highway Superintendent.

ZONING BOARD OF APPEALS ATTORNEY – POSITION RETENTION AND APPOINTMENT

(Resolution 25-009)

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, to retain the position of Zoning Board of Appeals Attorney, and appoint the firm of Boylan Code, term to expire December 31, 2025.

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

PLANNING BOARD COUNSEL/LEGAL SERVICES – POSITION RETENTION AND APPOINTMENT

(Resolution 25-010)

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to retain the position of Planning Board Attorney, and appoint Don Young, term to expire December 31, 2025.

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

JUSTICE COURT – TEMPORARY ASSIGNMENT OF JUSTICES

(Resolution 25-011)

A motion was made by Mrs. Carroll, seconded by Mrs. Roberts, to adopt the following: BE IT RESOLVED, that this Town Board consents to the assignment of the Town of Mendon Justices, pursuant to New York State Uniform Justice Court Act §106(2), to preside in other Town or Village courts in the Seventh Judicial District as need arises during the year 2025, and the temporary assignment of other Town Justices to preside in Mendon Town Court as the need arises during the year 2025.

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

LAURA L. LANDERS, LLC

(Resolution 25-012)

A motion was made by Mrs. Roberts, seconded by Mr. Dubois, to retain Laura Landers, LLC, for consulting services for the fiscal year, term to expire December 31, 2025.

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

LIAISONS

Supervisor Moffitt appointed the following Town Board members, elected officials, or board appointed liaisons:

- American Legion: Mr. Merzke
- Environmental Conservation Board: Mr. Dubois
- Historic Preservation Commission: Mr. Dubois
- Honeoye Falls/Lima School District (Recreation/Assets): Mr. Moffitt
- Honeoye Falls/Mendon Chamber of Commerce: Mr. Moffitt
- Library: Mrs. Carroll
- Mendon Community Business Association: Mr. Rosiek
- Planning Board: Mr. Rosiek
- Zoning Board of Appeals: Ms. Roberts

TOWN BOARD MEETINGS SCHEDULE

(Resolution 25-013)

A motion was made by Mrs. Carroll, seconded by Mrs. Roberts, to confirm the following schedule of Town Board Meetings for 2025, adopted at the November 18, 2024 meeting:

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

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

STANDARD WORKDAY FOR ELECTED AND APPOINTED OFFICIALS

(Resolution 25-014)

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

WHEREAS, the Town of Mendon, pursuant to Regulation 315.4, is required to establish by resolution, a standard work day for each elective or appointive office or position for reporting purposes to the New York State and Local Retirement System, and WHEREAS, such resolution shall indicate the number of hours prescribed as a standard work day for each such elective or appointed office or position, and the expiration of the term for each such office or position,

NOW, THEREFORE, BE IT RESOLVED, that the standard workdays for elected and appointed officials for the purpose of reporting days worked to New York State Retirement System are as follows:

POSITION – STANDARD WORK DAY HOURS/RECORD OF ACTIVITIES REPORTING

Highway Department Employees - 8 hours per day

Town Hall Employees - 7 hours per day

Library Employees - 7 hours per day

Refer to NYSERS Form RS-2417-A for individual hours being reported to NYSERS.

BE IT FURTHER RESOLVED, that the Town of Mendon will maintain an actual daily record of time worked for the elected or appointed official or that the official holding the

office will record and submit to the clerk his or her work activities for a period of three consecutive months, and

FINALLY, BE IT RESOLVED, that for each elected and appointed official who has submitted a record of work activities pursuant to paragraph (i) of subdivision (a) of section 315.4, the total number of days per month to be reported will be based upon such record of work activities.

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

2025 HOLIDAY SCHEDULES

The following 2025 Holiday Schedules were approved by the Town Board at their December 30, 2024 meeting:

TOWN HALL

Wednesday, January 1 (New Year's Day)

Monday, January 20 (MLK Day)

Monday, February 17 (Presidents Day)

Monday, May 26 (Memorial Day)

Thursday, June 19 (Juneteenth)

Thursday, July 3 (Floater)

Friday, July 4 (4th of July)

Monday, September 1 (Labor Day)

Monday, October 13 (Columbus Day)

Tuesday, November 11 (Veterans Day)

Thursday, November 27 (Thanksgiving)

Friday, November 28 (Floater)

Thursday, December 25 (Christmas)

Friday, December 26 (Floater)

HIGHWAY DEPARTMENT

Friday, April 18 (Good Friday)

Monday, May 26 (Memorial Day)

Thursday, June 19 (Juneteenth) (if workload permits day off, if not, use as a floater)

Monday, June 30 (In lieu of MLK Day)

Tuesday, July 1 (In lieu of President's Day)

Wednesday, July 2 (In lieu of New Years Day)

Thursday, July 3 (floater)

Friday, July 4 (4th of July)

Monday, September 1 (Labor Day)

Monday, October 13 (Columbus Day)

Tuesday, November 11 (Veterans Day)

Thursday, November 27 (Thanksgiving)

Friday, November 28 (Floater)

Thursday, December 25 (Christmas)

TOWN HALL OPERATING HOURS

The Town Board acknowledges the 2025 Operating Hours for the Town Hall will be: Monday through Thursday, 8:00AM to 4:00PM, Friday, 8:00AM-1:00PM. These hours will be followed for the entire year.

POLICY AND PROCEDURES MANUAL

(Resolution 25-015)

A motion was made by Mrs. Roberts, seconded by Mr. Dubois, to adopt the Town of Mendon Policy and Procedures Manual. Mr. Rosiek would like the Board to review these this year, ensuring everything is up to date.

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

FUND BALANCE POLICY

(Resolution 25-016)

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, to acknowledge the adherence of the 2014 Fund Balance Policy as written for the A Fund, B Fund, DA Fund, DB Fund and the L Fund.

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

EMERGENCY PREPAREDNESS (DISASTER) PLAN

(Resolution 25-017)

A motion was made by Mr. Dubois, seconded by Mrs. Roberts, to adopt the current Emergency Preparedness (Disaster) Plan.

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

OFFICIAL TOWN MAP

(Resolution 25-018)

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, that the Official Town Map be updated as required by New York State Town Law to reflect any changes that occurred during the year 2025.

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

OFFICIAL NEWSPAPER

(Resolution 25-019)

A motion was made by Mrs. Roberts, seconded by Mrs. Carroll, pursuant to Sec. 64(11) Town Law, to designate *The Sentinel* as the official Town newspaper for 2025.

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

EMERGENCY RESPONSE – HIGHWAY DEPARTMENT

(Resolution 25-020)

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

To continue the authority, previously established by the Town Board, allowing the Highway Superintendent to respond to requests from emergency providers for assistance during the year 2025.

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

MENDON FIRE HALL – ICE CONTROL

(Resolution 25-021)

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

WHEREAS, the Mendon Fire Hall is the alternate Town Emergency Operations Center, and

WHEREAS, it is essential for the above reason that the Mendon Fire Hall be accessible at all times.

NOW, THEREFORE, BE IT RESOLVED, that this Town Board authorizes the Town of Mendon to perform ice removal operations at the Mendon Fire Hall during the year 2025 as time and equipment availability permits.

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

BOARDS, COMMITTEES, COMMISSIONS – ADVERTISE FOR MEETINGS

(Resolution 25-022)

A motion was made by Mrs. Rosiek, seconded by Mrs. Carroll, to authorize the Town Clerk to advertise the meetings scheduled for the entire year as follows:

- Board of Assessment Review – 4th Tuesday in May 2025
- Environmental Conservation – 1st Tuesday of each month at 7:00PM, as needed
- Historic Preservation Commission – 1st Wednesday of each month, 7:00PM, as needed
- Planning Board – 1st and 3rd Wednesday of each month at 7:00PM, as needed
- Town Board - per schedule above at 7:00PM
- Zoning Board of Appeals – 2nd and 4th Thursday of each month at 7:00PM, as needed

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

OFFICIAL UNDERTAKINGS

(Resolution 25-023)

A motion was made by Mr. Rosiek, seconded by Mrs. Roberts, to approve the official undertakings required by Section 25 of NYS Town Law. The undertakings are provided by a blanket undertaking (as allowed by Section 11 of Public Officers Law) with Eastern Shore,

NYMIR, providing coverage in the amount of \$250,000 for employee dishonesty; \$100,000.00 for forgery or alteration, theft, disappearance and destruction for all officers

and employees; with excess coverage for the Supervisor, Town Clerk, Tax Receiver and Finance Officer of \$500,000.

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

SALARIES – ELECTED/APPOINTED/HOURLY WAGES
(Resolution 25-024)

A motion was made by Mr. Rosiek, seconded by Mrs. Roberts, to adopt the salaries of all elected and appointed officers and the rates of wages of hourly employees including premium pay and overtime (included in the Personnel Policy) and regular pay rates to be paid hourly as indicated below:

Job Title	Salary
Assessor	\$40,265
Building/Assessment Clerk	\$22.00-\$25.00/per hour
Building Inspector/Code Enforcement Officer	\$85,151
Court Clerk	\$13,353
Custodian	\$17.00-\$20.00/per hour
Deputy Building Inspector	\$100/per inspection
Deputy Court Clerk	\$22.00 - \$30.39/per hour
Deputy Town Clerk	\$22.00 - \$30.39/per hour
Deputy Town Supervisor	\$5,000
Dog Control Officer	\$8,686
Fire Marshal	\$3,684
Historian	\$2,700
Planning Board Attorney & Legal Services	\$14,523
Planning Officer	\$1,957
Planning Board/Zoning Board Clerk	\$41,242
Recreation Leader	\$17.00
Secretary (Assessor)	\$22.00 - \$23.00/per hour
Secretary to the Highway Supervisor	\$22.00 - \$25.00/per hour
Secretary to the Supervisor	\$22.00 - \$22.66/per hour
Building & Grounds	\$18.00-\$31.00/per hour
Zoning Board Attorney	\$14,523
Appointed Board Members	
Assessment Board of Review	\$125/per year
Conservation Board Chair	\$50/per mtg
Conservation Board Member	\$25/per mtg
Planning Board Chair	\$60/per mtg
Planning Board Member	\$40/per mtg
Zoning Board Chair	\$60/per mtg
Zoning Board Member	\$40/per mtg
Elected Officials	
Councilperson (4)	\$10,740.50
Highway Superintendent	\$89,248.00

Town Clerk	\$76,663.00
Town Justice (2)	\$22,001.00
Town Supervisor	\$84,417.00
Highway Department	Hourly
Dispatcher (Winter)	\$26.00 - \$34.03
Laborer (Skilled)	\$26.00 - \$35.00
Maintenance Mechanic	\$35.08/per hour
Mechanical Equipment Operator (Light Equipment)	\$26.00 - \$35.00
Mechanical Equipment Operator (Heavy Equipment)	\$26.00 - \$35.00

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

PERSONNEL POLICY – VARIABLE AMOUNTS ASSOCIATED WITH POLICIES (Resolution 25-025)

A motion was made by Mr. Rosiek, seconded by Mrs. Roberts, to adopt the following amounts and percentages associated with the Personnel Policy:

Medical Benefits:

Full-time employees hired prior to 1/1/10, will contribute fourteen percent (14%) of their monthly medical insurance, through payroll deduction.

Full-time employees hired after 1/1/10 will contribute eighteen percent (18%) of their monthly medical insurance premium, through payroll deduction.

Full-time employees hired after 1/1/15 will contribute twenty-percent (20%) of their monthly medical insurance premium, through payroll deduction.

Full-time employees hired after 1/1/18 will be eligible for a single + spouse (50%) policy through the Town's medical insurance. The Employee will contribute 20% of the premium. If the employee wishes to include eligible family members, the employee will pay 50% of the single premium plus the difference between the single premium and the coverage the employee chooses (family, etc.).

RETIREES

All full-time personnel who retire in accordance with the rules and regulations of the New York State Employees' Retirement System, and are credited with at least 20 years' service with the Town, who are covered with health insurance by the Town immediately prior to retirement, or are eligible to be so covered, shall be entitled to a single policy of their choice offered by the Town, at 90% Town expense. Such policy may be provided either at the time of retirement or at a later date, at the Retiree's option. Health insurance coverage for immediate family members of the retiree will be at the retiree's expense.

When a retiree who meets the above criteria reaches age 65, the Town will pay the full cost of a single policy in the Medicare Supplement Program in which the Town participates, until the retiree's death or until coverage is provided from another source. The Town will pay 75% of the cost for retirees who began employment with the Town on or after January 1, 2000. At the retiree's option, the Town will pay the equivalent amount directly to a program of the retiree's choosing.

Retirees with 10 or more years' service, who meet the other requirements detailed above, are eligible for prorated coverage as follows: The percentage of the expense to be covered by the Town equals the number of years of service (rounded to the nearest full year) divided by 20.

Dental Benefits:

Eligible employees hired before 1/1/10 will contribute five percent (5%) of the monthly premium, through payroll deduction.

Eligible employees hired after 1/1/10 will contribute fifteen percent (15%) of the monthly premium, through payroll deduction.

Eligible employees hired after 1/1/15 will contribute twenty-five percent (25%) of the monthly premium, through payroll deduction.

Eligible employees hired after 1/1/18 will be eligible for a single + spouse policy and contribute 25% of the premium. If the employee wishes to include eligible other family members, the employee will pay 25% of the single premium plus the difference between the single + spouse premium and the coverage the employee chooses (family, etc.).

The Town will pay 25% of the dental premium for retirees.

Medical Opt Out – All eligible employees of the Town of Mendon, on an annual basis effective the first of each year, who take their health insurance coverage through a spouse's or significant other's plan from another employer will be paid an opt out of \$4,200 annually. Said benefit will be paid monthly in arrears, will be included in the employee's earnings statement, and will be subject to taxes. Employees must show proof of insurance annually.

Health Reimbursement Account (HRA):

The Town will make a deposit of \$1,200.00 into a Health Reimbursement Account (HRA) for each full-time employee.

Clothing Allowance – Full-time employees with the following job titles are eligible for a clothing allowance, in the amount of \$200.00 for 2025, to purchase proper clothing for work pursuant to the department's clothing standards: Highway Superintendent, Building and Grounds, Code Enforcement Officer, HEO, MEO, and Mechanics. A receipt must be submitted showing the amount paid and a detailed description of the purchase. This is a taxable fringe benefit.

Work Shoes (steel toed boots) – Full-time employees with the following job titles, shall be reimbursed, up to \$300 per year in 2025, for the purchase of steel toed boots: Highway Superintendent, Building and Grounds, Code Enforcement Officer, HEO, MEO and Mechanics. A receipt must be submitted showing the amount paid and a detailed description of the purchase.

Vacation Time – Personnel Handbook

4.02 ELIGIBILITY

Vacation periods are calculated based upon the calendar year. Full time employees are eligible for paid vacation in accordance with the following schedule:

Hire Date: 1/1-3/31 - Nine (9) days after 60 days.

Hire Date: 4/1-6/30 - Six (6) days after 60 days

Hire Date: 7/1-9/30 - Three (3) days after 60 days

Hire Date: 10/1-12/31 - No vacation days.

- On the January 1st following the date of hire – 10 working days then
- One additional day per year to a maximum of 25 working calendar days.

Vacation time shall be tracked by eligible hours. To convert one day into hours, use the average number of hours worked in a day in a work week. When determining vacation time used, the hours used must be based on the hours the employee would have worked on that particular work day.

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

PAYROLL SCHEDULE

(Resolution 25-026)

A motion was made by Mrs. Carroll, seconded by Mrs. Rosiek, to adopt the salary payment schedule as follows:

1. January 3
2. January 17
3. January 31
3. February 14
4. February 28
5. March 14
6. March 28
8. April 11
9. April 25
10. May 9
11. May 23
12. June 6
13. June 20

14. July 4
15. July 18
16. August 1
17. August 15
18. August 29
19. September 12
20. September 26
21. October 10
22. October 24
23. November 7
24. November 21
25. December 5
26. December 19

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

MILEAGE ALLOWANCE ***(Resolution 25-027)***

A motion was made by Mrs. Roberts, seconded by Mr. Dubois, to set the mileage allowance at the rate established by the Internal Revenue Service.

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

ANNUAL REPORT OF SUPERVISOR ***(Resolution 25-028)***

A motion was made by Mrs. Roberts, seconded by Mrs. Carroll, to adopt the following: BE IT RESOLVED, that in lieu of preparing the financial report required by Section 29 (10) of the Town Law, the Supervisor shall, pursuant to Section 29 (10-a) of the Town Law, submit to the Town Clerk, within 90 days after the close of the fiscal year, a copy of the report to the State Comptroller required by Section 30 of the General Municipal Law the report will be on file in the Town Clerk's Office and will be available for public inspection and copying.

BE IT FURTHER RESOLVED, that this report be prepared by Laura Landers, LLC in an amount not to exceed \$3,000.00 from Acct. A1310.400.

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

ANNUAL ACCOUNTING – TOWN BOARD COMMITTEE ***(Resolution 25-029)***

A motion was made by Mrs. Roberts, seconded by Mr. Dubois, to appoint Mrs. Carroll and Mr. Rosiek to a Town Board Committee to meet for the purpose of an annual accounting, on or before April 1, 2025, or as soon thereafter as possible.

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

(Resolution 25-030)

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to appoint Ms. Roberts and Mr. Dubois to a Town Board Committee to meet for the purpose of an annual accounting of the Justice Courts, on or before April 1, 2025, or as soon thereafter as possible.

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

OFFICIAL BANKS**(Resolution 25-031)**

A motion was made by Mrs. Carroll, seconded by Mrs. Roberts, to name the following as official banks of the Town of Mendon: Canandaigua National, Chase, Manufacturers and Traders Trust Company, NYCLASS. The Town Supervisor is hereby authorized to submit letters to the above-mentioned banks, stating that the Town of Mendon will not make any electronic transfers out of New York State.

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

PAYMENTS BEFORE AUDIT**(Resolution 25-032)**

A motion was made by Mr. Rosiek, seconded by Mrs. Roberts,, to adopt the following: BE IT RESOLVED, pursuant to Section 118 (2) of the Town Law, that this Board authorizes the payment in advance of audit of claims for public utility services (electric, gas, water, sewer and telephone services), postage, freight and express charges, and BE IT FURTHER RESOLVED, that all such claims shall be presented at the next regular meeting for audit, and BE IT FURTHER RESOLVED, that the claimant and the officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by this Board.

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

REVIEW OF MONTHLY VOUCHERS

The following is the schedule for Town Board Member review of the monthly vouchers:

January – Mrs. Carroll & Mr. Dubois
 February – Mr. Dubois & Ms. Roberts
 March – Ms. Roberts & Mr. Rosiek
 April – Mr. Rosiek & Mrs. Carroll
 May – Mrs. Carroll & Mr. Dubois
 June – Mr. Dubois & Ms. Roberts
 July – Ms. Roberts & Mr. Rosiek
 August – Mr. Rosiek & Mrs. Carroll
 September – Mrs. Carroll & Mr. Dubois
 October – Mr. Dubois & Ms. Roberts
 November – Ms. Roberts & Mr. Rosiek
 December – Mr. Rosiek & Mrs. Carroll

PETTY CASH FUNDS

(Resolution 25-033)

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to approve the following petty cash funds: Supervisor - \$50.00; Court Clerk - \$50.00; Town Clerk - \$100.00; Highway Superintendent - \$200.00; Library - \$50.00.

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

FEE SCHEDULE

(Resolution 25-034)

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to adopt the 2025 Town of Mendon Fee Schedule below:

ALL DEPARTMENTS

Copies (8.5" x 11"): \$.25 per page

Notary Service: No Charge

Returned Check Fee: \$20.00

ATHLETIC FIELDS

One (1) use per week: \$100.00

Average use of two (2) times per week: \$250.00

Average use of greater than 2 times per week: \$400.00

See Use Policy for policies and insurance requirements.

BUILDING DEPARTMENT

Avoidable Fire Alarm Fine

Second (within 2 years): \$100.00

Third (within 2 years): \$200.00

Thereafter (within 2 years): \$300.00

OPERATING PERMITS

Buildings containing one or more areas of public assembly with an occupant load of 100 persons: \$50/annually

Energy Storage Systems: \$250/annually

Fireworks/Pyrotechnics: \$100/per event

Flammable Finishes: \$25/annually

Fumigation & Insecticide Applications: \$50/per event

Hazardous Activities (includes all H occupancies): \$500/annually

High Piled Combustible Storage: \$150/annually

Mobile Food Preparation Vehicles: \$25/per event OR \$200/annually

Sugarhouse Alternative Activities: \$100/annually

Temporary Structures, Tents, Membrane Structures: \$100/per event

Welding & Hot Work: \$25/annually

Residential Occupancy

New Construction (includes building equipment, building systems and garage):
\$0.20 per square foot. \$300.00 minimum fee.

Addition, Remodel, Alteration, Renovation, Repair:
\$100.00 up to 600 square foot. \$75.00 for each 500 square foot thereafter.

Accessory Structure (includes new or addition to a garage, barn, pool cabana, shed, greenhouse, deck, etc.)
\$50.00 up to 1000 square foot. \$25.00 for each 500 square foot thereafter.

Other

- Burn Permit: \$25.00
- Construction Trailer: \$25.00
- Copy of Issued Permit: \$5.00 per permit
- Demolition: \$75.00
- Engineering Fees: at the discretion of the Building Department, any fees incurred in the review of plans and construction will be charged to the applicant at cost, plus 2% for administrative expenses.
- Electric Vehicle (EV) Charger: \$40.00
- Fence and Earth Berms: \$50.00
- Fireplace, Chimney, Solid Fuel Burning Device (repair or installation): \$50.00
- Free Standing Antennas (radio, wind turbines, etc.): \$75.00
- Geothermal (loop field and equipment): \$75.00
- Generator: \$100.00
- Outdoor Sporting Court with Fence: \$25.00
- Pond: \$50.00
- Re-inspection Fees: levied to the permit holder at the discretion of the Building Department when multiple inspections of the same item are required, \$25.00 per inspection.
- Removal of Fuel Storage Tanks: \$30.00
- Renewal/Extension of Permit: Original Fee + \$100 after (1) renewal
- Signs (including subdivision, home occupation, physician, vet, roadside stand): \$20.00
- Solar Panels: \$75.00
- Solar Farms: \$200/acre of leased/owned area
- Swimming Pool, above ground (includes fence and 200 square foot deck): \$50.00
- Swimming Pool, inground (includes fence): \$125.00
- Zoning Compliance Letter: \$40.00

Commercial/Industrial Occupancy

New Construction, excluding Communications Towers (includes structure building systems, building equipment and all common, public and tenant space):
\$0.22 per square foot, \$250.00 minimum fee

Communications Tower (leased/owned area):
\$3,500 (New) \$1,500 (New equipment, repair, replace)

Addition, Remodel, Alteration, Renovation, Repair (all or part of the structure): \$100.00 up to 1000 square feet. \$50.00 for each 500 square feet thereafter.

New or Added Shell Only: one half (1/2) the total amount of the permit fee as calculated above upon permit approval. A proportional share of the remaining permit fee will be payable upon permit approval for each common, public, and/or tenant area thereafter. Shell permits shall be issued only at the discretion of the Building Inspector

Accessory Structure (includes new or addition to a shed, barn, garage, pool cabana, solar collector, etc.): \$50.00 up to 1000 square foot. \$25.00 for each 500 square foot thereafter.

Other

- Burn Permit: \$25.00
- Construction Trailer: \$25.00
- Copy of Issued Permit: \$5.00 per permit
- Demolition: \$150.00
- Engineering Fees: at the discretion of the Building Department, any fees incurred in the review of plans and construction will be charged to the applicant at cost, plus 2% for administrative expenses.
- Electric Vehicle (EV) Charger: \$50.00/unit
- Fence and Earth Berms: \$60.00
- Fireplace, Chimney, Solid Fuel Burning Device (repair or installation): \$30.00
- Free Standing Antennas (dish, radio, television, etc.): \$50.00
- Generator: \$150
- Outdoor Sporting Court with Fence: \$30.00
- Pond: \$50.00
- Re-inspection Fees: levied to the permit holder at the discretion of the Building Department when multiple inspection of the same item is required, \$25.00 per inspection
- Renewal/Extension of Permit: Original Fee + \$150 after (1) renewal
- Sign, 0 to 30 square feet: \$30.00
- Sign, 31 to 50 square feet: \$50.00
- Sign, over 50 square feet: \$2.00 per square foot
- Solar Panels: \$100
- Solar Farms: \$250/acre of leased/owned area
- Swimming Pool (includes fence): \$150.00
- Zoning Compliance Letter: \$50.00

COMMUNITY CENTER

- Town of Mendon Residents: \$30.00/hour with three hour minimum and \$100 deposit
- Not for Profits and Service Organizations located in Mendon or for a resident within that organization: \$50.00 deposit

- For-Profits and Service Organizations located in Mendon or for a resident within that organization - \$200 minimum for use up to 4 hours, \$50 due for each hour over 4 hours. Requires Town Supervisor approval.

EXCAVATION FEES

- Permit: \$125.00 per acre to be excavated
- Excavation (up to 10,000 cubic yards): \$500.00 per year
- Excavation (over 10,000 cubic yards): \$3,000.00 per year

HIGHWAY DEPARTMENT

Driveway Permit: \$175.00

Road Cut/Right-of-Way: \$300.00

In addition, each applicant for a permit to perform work within the Town Right of Way shall deposit security with the Town in the form of cash or a letter of credit in an amount to be determined by the Highway Superintendent, such deposit to be returned upon satisfactory completion of the work covered by such permit, and upon the failure of the applicant to satisfactorily complete such work, to be used by the Town for completion thereof.

PLANNING/ZONING DEPARTMENT

Planning Board

Residential

Administrative Re-sub: \$150.00

Site Plan, one lot: \$350.00

Site Plan, each additional lot: \$50.00 each

Site Plan, accessory structure less than 1000 square foot footprint: \$125.00

Subdivision of Land

Application Fee, 1 to 4 lots: \$150.00

Application Fee, each additional lot (2-4): \$50.00 per lot

Application Fee, 5 or more lots: \$250.00

Application Fee, each additional lot (6+): \$50.00 per lot

Public Hearing: \$100.00

Review of Conservation Easements/Attorney Fees, 1-3 lots: \$75.00

Review of Conservation Easements/Attorney Fees, each additional lot (4+): \$25.00

Total cost not to exceed \$500.00.

Commercial or Industrial

Site Plan: \$300.00, plus \$25.00 per 1000 square foot

Site Plan, Cell Tower: \$1,000

Site Plan, Cell Tower Co-Locator: \$500.00 per co-locator

Subdivision of Land (including P.U.D.'s) Application Fee: \$150.00, plus \$25.00 per acre

Public Hearing \$200.00

All Planning

- Engineering Fee Deposit Site Plan: \$1,000.00 (includes administration fee)

- Engineering Fee Deposit Special Use Permit: \$250.00 (includes administration fee)
- Engineering Fee Deposit Subdivision: \$200.00 per lot (includes administration fee)
- EPOD Development Permit Application: \$50.00
- Map Resigning Fee: \$150.00
- Recreation Fee (All Applications): \$1,500.00 per lot
- Special Use Permit: \$250.00
- Special Use Permit Amendment: \$100.00

Zoning Board of Appeals

Area Variance: \$250.00

Use Variance: \$500.00

Review of Code Enforcement Officer's determination/interpretation: \$100.00

Temporary Use Permit \$100.00

Additional Engineering Fees: in addition, any engineering costs incurred by the Town of Mendon during the Planning Board review, Zoning Board review and/or construction process, will be back charged to the applicant. Any amount in the Engineering Fee Deposit not expended for engineering costs incurred by the Town will be refunded to the applicant.

All of the above fees are payable, in full, at the time of application, with the exception of the Recreation Fee and Easement Review Fee, which are payable at Final Approval.

PUBLICATIONS/OTHER ITEMS

- 1872 Map (historic) \$2.00
- Around Mendon and Honeoye Falls \$20.00
- From Forests to Farming \$10.00
- Hamlet Sign Print \$5.00
- Bells and Whistlestops \$3.00
- Mendon's Cobblestone Landmarks \$10.00
- Mendon Pond's Park - Fairchild's Dream \$25.00
- Migration to Mendon \$10.00
- Mugs \$4.00 each (Set of 4 \$12.00)
- Murder and Mayhem \$20.00
- Rails to Trails \$20.00
- They Went They Fought They Won \$15.00

TOWN CLERK'S OFFICE

- Dog License Spayed/Neutered: \$6.00
- Dog License Unspayed/Unneutered: \$15.00
- Dog License Service Dog (with paperwork from recognized organization): No Charge
- Dog Impoundment: \$28.00/day
- Dog Rabies Vaccination as part of impoundment: \$20.00

- Dog Impoundment at an emergency care facility: \$50.00/day
- Dog Emergency Exam during impoundment (other fees will be charged based on services provided by impound facility): \$80.00
- Games of Chance License: \$25.00 per occasion
- Marriage License: \$40.00
- One-Day Marriage Officiant permit (must be purchased at the same location as a license): \$25.00
- Marriage Transcript: \$10.00
- Peddler's Permit Applicant: \$500.00 per six (6) months,
- Peddler's Permit Employee of applicant: \$100.00 per employee for six (6) months

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

ENVIRONMENTAL CONSERVATION BOARD

Chair Appointment

(Resolution 25-035)

A motion was made by Mr. Dubois, seconded by Mr. Rosiek, to appoint Peter Carosa as Chair of the Environmental Conservation Board, term to expire 12/31/25.

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

Member Appointment

(Resolution 25-036)

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to appoint Peter Carosa to the Environmental Conservation Board, term to expire 12/31/26.

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

Member Appointment

(Resolution 25-037)

A motion was made by Mr. Dubois, seconded by Mrs. Roberts, to appoint Margaret Bailey to the Environmental Conservation Board, term to expire 12/31/26.

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

Member Appointment

(Resolution 25-038)

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to appoint Tim Engstrom to the Environmental Conservation Board, term to expire 12/31/26.

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

HISTORIC PRESERVATION COMMISSION

Chair Appointment

(Resolution 25-039)

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to appoint Geoff Tesch as Chair of the Historic Preservation Commission, term to expire 12/31/25.

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

Member Appointment

(Resolution 25-040)

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to appoint Diane Ham to the Historic Preservation Commission, term to expire 12/31/26.

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

Member Appointment

(Resolution 25-041)

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to appoint Geoff Tesch to the Historic Preservation Commission, term to expire 12/31/26.

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

Member Appointment

(Resolution 25-042)

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to appoint Martha Bush to the Historic Preservation Commission, term to expire 12/31/26.

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

LIBRARY BOARD OF TRUSTEES

Chair Appointment

(Resolution 25-043)

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, to appoint Mary McCabe as Chair of the Library Board of Trustees, term to expire 12/31/25.

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

Member Appointment

(Resolution 25-044)

A motion was made by Mrs. Carroll, seconded by Mrs. Roberts, to appoint Mary McCabe and Katie Corey to the Library Board, term to expire 12/31/29.

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

PLANNING BOARD**Chair Appointment*****(Resolution 25-045)***

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to appoint Lauren Smith as Chair of the Planning Board, term to expire 12/31/25.

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

Vice Chair Appointment***(Resolution 25-046)***

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to appoint Earl DeRue to the Planning Board as Vice Chair, term to expire 12/31/25.

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

Member Appointment***(Resolution 25-047)***

A motion was made by Mr. Rosiek, seconded by Mrs. Roberts, to appoint Earl DeRue to the Planning Board, for a term to expire 12/31/29.

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

ZONING BOARD OF APPEALS**Chair Appointment*****(Resolution 25-048)***

A motion was made by Mrs. Roberts, seconded by Mr. Rosiek, to appoint Chris Mahood as Chair of the Zoning Board of Appeals, term to expire 12/31/25.

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

RECORDS MANAGEMENT ADVISORY BOARD***(Resolution 25-049)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to approve the Town Clerk's recommendation for Diane C. Ham to serve on the Records Management Advisory Board, term to expire 12/31/2025.

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

(Resolution 25-050)

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to approve the Town Clerk's recommendation for Mary Louise Meisenzahl to serve on the Records Management Advisory Board, term to expire 12/31/2025.

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

BOARD OF ETHICS

(Resolution 25-051)

A motion was made by Ms. Roberts, seconded by Mr. Rosiek, to approve Mary Louise Meisenzahl to serve on the Board of Ethics, term to expire 12/31/2025.

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

(Resolution 25-052)

A motion was made by Ms. Roberts, seconded by Mr. Rosiek, to approve Steven Maxon to serve on the Board of Ethics, term to expire 12/31/2025.

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

(Resolution 25-053)

A motion was made by Ms. Roberts, seconded by Mr. Rosiek, to approve Moe Bickweat to serve on the Board of Ethics, term to expire 12/31/2025.

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

(Resolution 25-054)

A motion was made by Ms. Roberts, seconded by Mr. Rosiek, to approve Art Morrell to serve on the Board of Ethics, term to expire 12/31/2025.

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

(Resolution 25-055)

A motion was made by Ms. Roberts, seconded by Mr. Rosiek, to approve John Broomfield to serve on the Board of Ethics, term to expire 12/31/2025.

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

ENGINEERING/PLANNING SERVICES

(Resolution 25-056)

A motion was made by Mrs. Roberts, seconded by Mr. Rosiek, to continue the current relationship with MRB Associates to provide professional engineering/planning services to the Town at the discretion of the Supervisor, according to their 2025 Standard Hourly Rate Schedule.

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

HIGHWAY DEPARTMENT AGREEMENTS

Highway Superintendent – Summer Work on Town Roads (284 Agreement)

(Resolution 25-057)

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to approve the Highway Superintendent's Annual Contract for Summer Work on Town Roads as submitted to and reviewed by this Town Board and made a part of the minutes of this meeting.

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 \$284,410.91 for materials shall be set aside to be expended for primary work and general repairs upon 4.32 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 Mendon Center Road commencing at St Rt 65 and leading to St Rt 251, a distance of 0.84 miles. There shall be expended not over the sum of \$20,924.68 for materials, equipment and contractual labor.

Type: Stone & Oil, **Width of traveled surface:** 24'

(b) On Parrish Road commencing at Ontario County line and leading to St Rt 64, a distance of 0.63 miles. There shall be expended not over the sum of \$15,596.48 for materials, equipment and contractual labor.

Type: Stone & Oil, **Width of traveled surface:** 23'

(c) On Plains Road commencing at St Rt 15A and leading to the Honeoye Creek Bridge, a distance of 1.1 miles. There shall be expended not over the sum of \$158,342.75 for materials, equipment and contractual labor.

Type: Mill and Pave, **Width of traveled surface:** 23'

(d) On Scofield Road commencing at the Mendon/Rush Town line to Plains Road, a distance of 0.5 miles. There shall be expended not over the sum of \$60,508.00 for materials, equipment and contractual labor.

Type: Mill and Pave, **Width of traveled surface:** 21'

(e) On Hunt Club commencing at Boughton Hill Road to cul-de-sac, a distance of 0.4 miles. There shall be expended not over the sum of \$14,520.00 for materials, equipment and contractual labor.

Type: Micropave, **Width of traveled surface:** 20'

(f) On Morgan Chase commencing at Hunt Club to cul-de-sac, a distance of 0.15 miles. There shall be expended not over the sum of \$4,330.00 for materials, equipment and contractual labor.

Type: Micropave, **Width of traveled surface:** 20'

(g) On Rolling Plains commencing at Old French Road to Plains Road, a distance of 0.34 miles. There shall be expended not over the sum of \$10,189.00 for materials, equipment and contractual labor.

Type: Micropave, **Width of traveled surface:** 20'

Mr. Rosiek expressed his desire to review a reconciliation of the agreement upon its conclusion each year to ensure transparency and alignment with expectations. Additionally, there was a discussion regarding Stoney Lonesome Road, specifically the possibility of converting the East side into a dead-end road to address local concerns and improve traffic flow in the area.

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

Commercial Driver's License Drug Testing Policy (Resolution 25-058)

A motion was made by Mrs. Roberts, seconded by Mr. Rosiek, to continue with Healthworks through 2025, which provides the Town with a commercial driver's license drug testing program.

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

TOWN HALL AGREEMENTS

Heating and Cooling (Resolution 25-059)

A motion was made by Mr. Rosiek, seconded by Mrs. Roberts, to continue the current agreement with Fallside Heating & Air Conditioning for a Preventative Maintenance Agreement for the HVAC equipment at the Town Hall, including coverage for the four systems in the building through 2025 at a cost not to exceed \$950.00.

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

Security System (Resolution 25-060)

A motion was made by Mr. Rosiek, seconded by Mrs. Roberts, to continue the current agreement with Tyco Integrated Systems (ADT) to provide security system monitoring services for the Town Hall during the year 2025 in the amount not to exceed \$500.00.

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

Sprinkler System Service
(Resolution 25-061)

A motion was made by Mr. Rosiek, seconded by Mrs. Roberts, to continue the current agreement with Flower City Sprinkler Services for sprinkler inspection service through 2025 at a cost not to exceed \$500.00 (\$125.00 per quarter).

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

Fire Extinguisher Service
(Resolution 25-062)

A motion was made by Mr. Rosiek, seconded by Mrs. Roberts, to continue the current agreement with Global Fire Protection for extinguisher service for the Town Hall and all other town owned buildings through 2025 at a cost not to exceed \$1,250.00.

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

COMMUNITY CENTER AGREEMENTS

Heating and Cooling
(Resolution 25-063)

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to continue the current agreement with Fallside Heating & Air Conditioning for a Preventative Maintenance Agreement for the heating equipment at the Town of Mendon Falls Post 664 Community Center, including coverage for the two systems in the building through 2025 at a cost not to exceed \$700.00.

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

Security System
(Resolution 25-064)

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to continue the current agreement with Casco Security Systems to provide security system monitoring services for the Town of Mendon Falls Post 664 Community Center during the year 2025 in the amount not to exceed \$400.00.

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

22 NORTH MAIN STREET AGREEMENT

Heating and Cooling
(Resolution 25-065)

A motion was made by Mr. Dubois, seconded by Mr. Rosiek, to enter into an agreement with Fallside Heating & Air Conditioning for a Preventative Maintenance Agreement for the HVAC equipment at 22 North Main Street, including coverage for 2 York packaged heating and cooling units and 1 split cooling only system in the building through 2025 at a cost not to exceed \$700.00.

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

VILLAGE OF HONEOYE FALLS AGREEMENTS

Reciprocal Snow Removal

(Resolution 25-066)

A motion was made by Mrs. Roberts, seconded by Mrs. Carroll, to continue the current arrangement for snowplowing services to be performed by the Town within the limits of the Village of Honeoye Falls through the year 2025, with the addition of the arrangements made for the Village to plow the sidewalks at 15 Monroe Street and 22 North Main Street.

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

HONEOYE FALLS-LIMA CENTRAL SCHOOL DISTRICT AGREEMENTS

Use of Semmel Road Park

(Resolution 25-067)

A motion was made by Mr. Dubois, seconded by Mr. Rosiek, to continue the current arrangement with the Honeoye Falls-Lima Central School District to allow the use of the Semmel Road Park for School District sponsored cross country running and skiing meets in exchange for the maintenance of the tracks used for these meets and for residents of the community through 2025.

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

MONROE COUNTY AGREEMENTS

Work Agreements

(Resolution 25-068)

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to authorize Supervisor Moffitt to execute various Monroe County Work Agreements for machinery rental, necessary operators and additional manpower for 2025.

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

Signage and Striping Agreements

(Resolution 25-069)

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to authorize Supervisor or Highway Superintendent, to execute the agreement with Monroe County regarding Signage and Striping for 2025.

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

COMMUNITY ORGANIZATION AGREEMENTS

Honeoye Falls-Mendon Community Concert Band

(Resolution 25-070)

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to enter into an agreement with the Honeoye Falls-Mendon Community Concert Band to perform two

(2) concerts for the residents of Mendon during 2025, at a cost of \$1,000.00 per concert held.

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

Honeoye Falls-Mendon Historical Society

(Resolution 25-071)

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to continue the current contract with the Honeoye Falls-Mendon Historical Society for the year 2025, to maintain a display of historic photographs and objects pertaining to the Town and the Town Hall in the lobby of the Town Hall, at a cost of \$700. The contract shall also provide that the Town will pay one-half of the actual cost of gas, electricity and telephone service for the Society's Museum at Harry Allen Park.

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

USE OF TOWN MEETING ROOMS

(Resolution 25-072)

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

- A Town meeting room by the Mendon Republican Committee as available in the year 2025;
- A Town meeting room by the Mendon Democratic Committee as available in the year 2025;
- The Town of Mendon Falls Post 664 Community Center by the American Legion Honeoye Falls Post 664 on the second Thursday of each month in 2024 at 7:30 PM, and for their purposes on Memorial Day and Veterans Day. Further, use of the entire building on the second Thursdays in August and December.

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

DOG IMPOUNDMENT FACILITY

(Resolution 25-073)

A motion was made by Mrs. Roberts, seconded by Mrs. Carroll, to enter into a contract with Add-En-On Kennel for leased space in 2025 in relation to dog impoundment for the Town of Mendon. Related fees are made a part of the Fee Schedule.

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

COMMUNICATIONS

Town Clerk, Michelle Booth, reported that she has started receiving the 2025 Town and County taxes.

Town Board

Brent Rosiek, met with the Town Supervisor to discuss the procedures for executing financial transfers. He also provided an update on the Planning Board meetings, highlighting key developments. Additionally, he engaged in a conversation with a concerned resident who expressed dissatisfaction with the level of detail in meeting minutes and raised concerns about limited opportunities for public input during business meetings.

Cynthia Carroll, commented that the cemetery signs are still down and would like to see the lights in the Hamlet fixed.

Town Supervisor, John Moffitt, attended both the Menorah Lighting and the Mendon Fire Department Swearing-In Ceremony. He informed the Board that he would be on vacation from January 10th to January 20th, during which Mr. Rosiek would be available.

Supervisor Moffitt acknowledged a clerical error in the 2025 budget that resulted in the Honeoye Falls Fire District being shorted slightly under \$200. He assured that this amount would be corrected and added to the 2026 budget. Additionally, he shared that Carol Cloen had submitted her resignation, creating an opening on the Environmental Conservation Board (ECB).

During the meeting, he emphasized the value of public comments, stating that he welcomes feedback, including criticism, but expressed frustration at being mischaracterized or told what he thinks. He also clarified that the Personnel Policy was on the agenda for discussion only, not a vote, and reassured attendees that no changes were made to negatively impact anyone.

SUPERVISOR'S MONTHLY REPORT

(Resolution 25-074)

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

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

TOWN CLERK'S MONTHLY REPORT

(Resolution 25-075)

A motion was made by Mrs. Roberts, seconded by Mrs. Carroll, to acknowledge receipt of the Town Clerk's Monthly Report for December 2024, showing receipts and disbursements in the amount of \$19,047.55.

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

MINUTES**(Resolution 25-076)**

A motion was made by Mrs. Carroll, seconded by Mrs. Roberts, to approve the minutes of the special meeting held on December 30, 2024, as amended.

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

BUDGET ADJUSTMENTS**(Resolution 25-077)**

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

From: A9060.8	Medical/Dental Ins.	\$5,000.00
To: A9010.8	NYS Retirement	\$5,000.00
From: DB9060.8	Medical/Dental Ins.	\$46,000.00
To: DB9010.8	NYS Retirement	\$46,000.00
From: L7410.4	Contractual	\$1,507.53
To: L9010.8	NYS Retirement	\$1,507.53
From: L9060.8	Medical/Dental Ins.	\$1,500.00
To: L9010.8	NYS Retirement	\$1,500.00

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

VOUCHERS**General Abstract A****(Resolution 25-078)**

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to approve all claims on vouchers numbered 25-001 to 25-024, on General Abstract 25-01, in the amount of \$558,256.18.

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

Highway Abstract**(Resolution 25-079)**

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to approve all claims on vouchers numbered 25-001 to 25-010, on General Abstract 25-1, in the amount of \$35,590.98.

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

EMPLOYEE HANDBOOK DISCUSSION

The Board engaged in a discussion regarding the draft handbook, reviewing its content and identifying areas for potential improvement. It was agreed that members would compile their comments and submit them to the Town Clerk for consolidation. The Board plans to revisit the draft and continue the discussion at the next meeting to ensure thorough review and consensus before moving forward.

MRB – GRANT WRITING RECORDS MANAGEMENT

(Resolution 25-080)

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to authorize the Supervisor to enter into an agreement with MRB Group for professional grant writing services related to a Local Government Management Improvement Funding Application, as detailed in their proposal dated December 16, 2024, for an amount not to exceed \$9,000.00 and to be paid from account B8020.400.

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

MRB – SIDEWALKS

(Resolution 25-081)

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, to authorize the Supervisor to enter into an agreement with MRB Group for professional services related to the design and bidding of 2025 Sidewalk Improvement Projects, as detailed in their proposal dated December 12, 2024, for an amount not to exceed \$178,400.00 and to be paid from account B8021.400.

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

DOOR PURCHASES – TOWN HALL AND HIGHWAY DEPARTMENT

(Resolution 25-082)

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to authorize the purchase of two (2) doors, one (1) for the Town Hall and one (1) for the Highway Department from Alliance Door & Hardware, Inc., 55 Alliance Drive, Rochester, NY, at a total cost not to exceed \$4,299.71, to be paid from account A1620.400.

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

HISTORIC PRESERVATION COMMISSION – SPECIAL MEETING

(Resolution 25-083)

A motion was made by Mr. Rosiek, seconded by Mrs. Roberts, to hold a special meeting of the Town of Mendon Historic Preservation Commission, 7:00PM, Tuesday, January 14, 2025, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, for the purpose of reviewing an application before the January 15th Planning Board meeting. The meeting will be advertised as practicable.

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

ATTORNEY TO THE TOWN - APPOINTMENT
(Resolution 25-084)

A motion was made by Mr. Rosiek, seconded by Mrs. Roberts, to appoint Rizzo & Rizzo Law Firm, Attorney Brian Marianetti to the position of Attorney to the Town, term to expire December 31, 2025, for an amount not to exceed \$55,000.00 annually from account A1420.1.

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

PUBLIC COMMENT

Gary Loope, 21 Semmel Rd., inquired whether, if MRB is no longer the Town's engineering firm, the Town would still retain the rights and ability to utilize the sidewalk designs that MRB had previously developed for them.

ADJOURNMENT
(Resolution 25-085)

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to adjourn the meeting at 9:07 PM.

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