

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

<b>PRESENT:</b>	John D. Moffitt, <i>Supervisor</i>	
	Cynthia M. Carroll}	
	Thomas Dubois}	<i>Town Board</i>
	Kimberly Roberts}	<i>Members</i>
	Brent Rosiek}	

**TOWN CLERK:** Michelle Booth

**OTHERS PRESENT:** Danny Bassett, Tom Fromberger, *Town Engineer*, Gary Loope, *Deputy Highway Superintendent*, Andrew Caschetta, *Highway Superintendent*, Danielle Liberatore, David Smith, Peter Doyle, and several others.

### **Call to Order**

Supervisor John Moffitt called the meeting to order.

### **Pledge of Allegiance**

The Pledge of Allegiance was recited.

### **Agenda**

(Resolution 25-111)

Cynthia Carroll requested to add a discussion about the 284 Agreement to the agenda. Supervisor Moffitt agreed to add it as item 28, moving public comment to 29, executive session to 30, and adjournment to 31.

Mrs. Carroll moved to approve the agenda with the addition. Mr. Dubois seconded the motion.

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

### **Public Comment**

Mo Bickweat, 7 Sibleyville Ln, expressed concerns about signage in the town and a violation of the US Flag Code on January 20, 2025. He urged the board to remember their oath.

Andrew Caschetta offered a copy of the fuel audit and provided pictures of bird feces around the Highway garage.

### **Communications**

#### **Town Clerk**

Michelle Booth reported that tax collection was nearly complete, with approximately \$1.7 million left to collect. She also mentioned training a new staff member in her office, commenting that she is doing a great job.

## **Town Board**

**Brent Rosiek**, updated the board on the planning board's recent activities. He noted that they had recently been focusing on projects like the Stony Lonesome Road improvements and the potential of adding more soccer fields by looking at various options available. Brent also mentioned that the planning board is expecting to hold a public hearing on April 2 for the Mendon Gate gas upgrade project, which is taking place just north of the Thruway. During this time, Brent had meetings with town engineers to discuss the town's 2025 projects. Additionally, Rosiek praised the outcome of the Association of Towns training, which included sessions on strategic planning, workforce development, employee benefits, budget management, and zoning code discussions. He emphasized the need for patience as projects often require extensive research and can't be done overnight. Mr. Rosiek also talked about the comprehensive plan and potential pressures from neighboring towns, stressing the need to always be vigilant of upcoming developments.

**Kim Roberts**, reported on her recent attendance at the New York State Association of Towns annual training held from February 16 to 18, during which she took 12 classes. These classes covered a wide range of topics, including fiscal oversight responsibilities, employee benefits, and the skills necessary to be a successful board member. After attending the classes, Roberts compiled a summary of the key takeaways and distributed it to her fellow board members. She expressed gratitude for the opportunity to attend this beneficial training and mentioned how it has helped her understand her role better on the board.

Roberts also acknowledged Caleb from the highway department for assisting a resident stuck in a snowbank, noting his commendable work and service. She attended a zoning board of appeals meeting on February 27, where they addressed two variance applications. The meeting's outcome included approvals for both applications; one was for a detached garage that exceeded the maximum lot coverage, and the other was for an accessory structure on a property with specific constraints. Kim highlighted the importance of departmental communication when adopting new local laws that could affect planning and zoning processes. She also fine-tuned her oversight by conducting an annual review of justice court records and stating the Court Clerk's ability to streamline processes effectively.

**Cynthia Carroll**, provided updates on the library, including new magnets and bookmarks distributed by friends of the library, upcoming events, and the completion of Lyla's annual review report. She also mentioned completing the highway fuel audit.

**Tom Dubois**, reported that the preservation committee and environmental conservation board had no business before them. He mentioned the early stages of developing a local climate action plan and an upcoming environmental fair on April 22 or 26.

**Supervisor John Moffitt**, addressed a range of issues during the meeting. He mentioned that the town needs to find a new provider for the car charging station at the library since the current company will no longer offer the service. Supervisor Moffitt has been reaching out to other town supervisors in the county to gather

information about vendors other municipalities have used, particularly those who have transitioned to different vendors recently.

Supervisor Moffitt attended the Association of Towns training, where he had a chance to privately discuss temporary signs with one of the association's attorneys. He emphasized the need for any new sign ordinances to withstand legal scrutiny, particularly concerning freedom of speech issues. Additionally, while attending these events, he learned about outstanding funds related to work done at the highway department through the state controller's office. The information suggested that there is an outstanding amount of at least \$50, which is now being pursued.

Updates on the ambulance service were provided, with scheduled meetings involving key stakeholders, including Councilman Rosiek and the Mayor, to discuss the state of the ambulance service in the Town of Mendon. Additionally, Supervisor Moffitt reported practical updates about door replacements at town facilities, a nice increase in sales tax revenue by \$25,000 from the previous year for the same quarter, and a significant \$225,000 interest earned on reserves and various investments during 2024.

Discussions with the Department of Transportation (DOT) focused on sidewalk installations along Route 251, and there has been subsequent progress. Supervisor Moffitt shared that the town has applied for the In-Bloom program with Monroe County, seeking to acquire flowers to enhance different locations around the Hamlet and town buildings.

Topics about sports facilities were also touched upon. Soccer fields were a central point of discussion, specifically the possibility of improving these spaces. Rosiek and Moffitt met with Blaze Soccer to investigate potential drainage works and how the reconfiguration of field dimensions could lead to more accommodating and better-drained fields.

Finally, Supervisor Moffitt mentioned that overtime expenses in both January and February accumulated to \$40,000, a reflection of the challenging weather conditions experienced during those months, which subsequently demanded more time and resources.

### **Supervisor's Monthly Report**

(Resolution 25-112)

Kim Roberts moved to acknowledge receipt of the supervisor's monthly report for January 2025. Cynthia Carroll seconded the motion.

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

### **Town Clerk's Monthly Report**

(Resolution 25-113)

Brent Rosiek moved to acknowledge receipt of the town clerk's monthly report for February 2025, showing receipts and disbursements in the amount of \$13,290.52. Cynthia Carroll seconded the motion.

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

## **Minutes**

(Resolution 25-114)

Tom Dubois moved to approve the minutes of the Regular Meeting held on February 10, 2024, as presented. Brent Rosiek seconded the motion.

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

## **Budget Adjustments**

(Resolution 25-115)

Supervisor Moffitt presented an additional budget adjustment for consideration.

Mr. Dubois moved to approve the original and additional budget transfers as follows:

### ***2024 Final Budget Adjustment***

*From: B1910.4 Contingent \$5,000.00*

*To: B8023.4 Planning Projects \$5,000.00*

### ***2025 Budget Adjustment***

*From: A1990.47 Contingent \$20,000.00*

*To: A1620.4 Buildings \$20,000.00*

Brent Rosiek seconded the motion.

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

## **Transfer Regarding Splash Park Capital Project**

(Resolution 25-116)

Kim Roberts moved to transfer \$975.00 from the general appropriations account A9950.9 to capital project revenue account H5031. The board approves the closure of the Splash Park Capital Project after this transfer is complete. Mr. Rosiek seconded the motion.

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

## **Vouchers**

### **General Abstract A**

(Resolution 25-117)

Brent Rosiek moved to approve all claims on voucher numbers 25-083 to 25-094 on general abstract 25-03A for \$32,069.85. Cynthia Carroll seconded the motion.

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

### **General Abstract B**

(Resolution 25-118)

Brent Rosiek moved to approve all claims on voucher numbers 25-095 to 25-138 on general abstract 25-03B for \$81,074.29.

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

### **Highway Abstract**

(Resolution 25-119)

Brent Rosiek moved to approve all claims on voucher numbers 25-118 to 25-150 on Highway Abstract 25-03 for \$70,701.65. Cynthia Carroll seconded the motion.

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

### **Library Abstract A**

Brent Rosiek noted that voucher numbers 25-027 to 25-032 on Library Abstract 25-03A for \$1,107.57 were presented to the Town Board for payment.

### **Library Abstract B**

Brent Rosiek acknowledged receipt of voucher numbers 25-033 to 25-044 on Library Abstract 25-03B for \$5,897.90, which were presented to the Town for payment.

### **Town Assessor - Reappointment**

(Resolution 25-120)

Tom Dubois moved to reappoint town assessor James A. LeGrett for a term to expire on September 30, 2031. Kim Roberts seconded the motion.

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

Supervisor Moffitt noted that six years is the normal term for an Assessor.

### **Zoning Board of Appeals Attorney - Appointment**

(Resolution 25-121)

Brent Rosiek moved to adopt the following, noting that the attorney's firm had been bought out, necessitating this.

WHEREAS, the Town of Mendon appointed Boylan Code, LLP, David K. Hou, Esq., as the attorney for the Town Zoning Board of Appeals through December 31, 2025; and

WHEREAS, Mr. Hou has advised that he and his colleagues at Boylan Code will be joining their practices with the law firm Bond Schoeneck & King, PLLC as of March 1, 2025, and that Bond Schoeneck & King will continue to honor the terms of the Town's engagement with Boylan Code through 2025; and

WHEREAS, the Town Board desires to continue with Mr. Hou as the Attorney for the Zoning Board of Appeals at Bond Schoeneck & King;

NOW, THEREFORE, it is hereby resolved that Bond Schoeneck & King, PLLC, David Hou, Esq., is hereby appointed to continue as the Attorney for the Zoning Board of Appeals under the same terms of engagement previously agreed to with Boylan Code, LLP, and that the Town Supervisor is hereby authorized to execute any documents and agreements necessary to effectuate this appointment.

Kim Roberts seconded the motion.

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

### **Zoning Board of Appeals Member - Appointment**

(Resolution 25-122)

Cynthia Carroll moved to appoint Paul Marasco to the zoning board of appeals for a term to expire on December 31, 2027. Tom Dubois seconded the motion.

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

### **Dog Control Training Seminar - Attendance Approval**

(Resolution 25-123)

Kim Roberts moved to approve the attendance of Kevin Junge at the 2025 dog control officer educational seminar on May 14-15 at the West Webster Fire Department. All legal and necessary expenses are to be paid in an amount not

to exceed \$160.00 plus mileage on account A3510.4. Brent Rosiek seconded the motion.

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

### **Comptroller's Finance Schools - Attendance Approval**

(Resolution 25-124)

Kim Roberts moved to approve the attendance of Brent Rosiek at the finance schools put on by the New York State Comptroller's office on May 21-22 and June 11-12. All legal and necessary expenses are to be paid in an amount not to exceed \$85.00 per class from account A1010.4. Thomas Dubois seconded the motion.

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

### **Stoney Lonesome Road Design Plans**

(Resolution 25-125)

Cynthia Carroll moved to accept the proposal for the Stoney Lonesome Road design plans. Brent Rosiek seconded the motion.

Tom Fromberger, MRB Group, presented plans for improvements to the Stoney Lonesome Road intersection with Route 65 (Clover St). The proposal includes removing about 400 linear feet of Stoney Lonesome Road and installing a cul-de-sac to improve safety at the intersection. Fromberger also discussed sidewalk extensions in the Hamlet area and plans for Miles Square Road. The board discussed potential safety measures, including the possibility of a stop sign or flashing lights at the intersection. Supervisor Moffitt mentioned discussions with the DOT about moving a speed limit sign to help address speeding concerns in the area.

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

### **Records Management Grant - Application Approval**

(Resolution 25-126)

Brent Rosiek moved to adopt the following:

RESOLUTION SUPPORTING A TOWN GRANT APPLICATION TO THE NEW YORK STATE ARCHIVES 2025-2026 LOCAL GOVERNMENT RECORDS MANAGEMENT IMPROVEMENT FUND PROGRAM FOR DOCUMENT CONVERSION AND ACCESS OF BUILDING AND CODES DEPARTMENT RECORDS.

WHEREAS, the Mendon Town Board fully supports the submission of a 2025-2026 Local Government Records Management Improvement Fund grant application to New York State Archives through the category of Document Conversion and Access for improved management of Town Building and Codes Department records; and

WHEREAS, this competitive grant program provides funds to help local governments enhance records management programs, a priority for the Town of Mendon, which will assume primary responsibility for the ongoing implementation of the improved records management program on a long-term continuing basis; and

WHEREAS, the Town of Mendon recognizes and maintains Michelle Booth as the Records Management Officer and Records Access Officer, as resolved at the March 18, 2025 Special Town Board Meeting; and

WHEREAS, the Town of Mendon utilizes and formally adopted the Records Retention and Disposition Schedule LGS-1 on September 14, 2020; and

WHEREAS, the Town will contract with one or more consultants to purchase a large-format scanner, purchase a document management system, perform the scanning and indexing of paper records, and integrate those records into the new electronic content management system.

NOW, THEREFORE BE IT RESOLVED, that the Town Supervisor is hereby authorized and directed to file an application with New York State Archives for a 2025-2026 Local Government Records Management Improvement Fund grant, is directed to fulfill agency requirements with the State, implement the records management improvement project, and maintain the results of the grant project over the long term by allocating Town resources for continued comprehensive management of such records; and

BE IT FURTHER RESOLVED, that the consultants will provide a large format scanner, document management software, and document preparation, scanning, and indexing of existing small format and large format map and plan documents; and

BE IT FURTHER RESOLVED, that the Town Board recognizes and fully supports the submission of a 2025-2026 Local Government Records Management Improvement Fund grant application.

Cynthia Carroll seconded the motion.



Kim Roberts mentioned that they had lobbied with the New York State Archives record advisory officer, Michael Martin, during their recent training in New York City and was encouraged to reach out to him after approval.

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

### **Vehicle Purchases – Highway Fleet**

(Resolution 25-127)

Cynthia Carroll moved to authorize the purchase of vehicles for the highway fleet as follows:

2025 Ford F-350 XL Crew Cab 4x2 8.0" Box 176 WB, Quote# 36451, Onondaga Bid 0010808, cost not to exceed \$69,427.97 from account DB5110.2, from Van Bortel Ford, 71 Marsh Rd East Rochester, NY.2025

Chevrolet Silverado 1500 1 WT Double Cab 4 WD Standard Box, Quote# 36709, cost not to exceed \$44,643.90 from account DB5110.200, from Van Bortel Chevrolet, 338 W. Main Street Macedon, NY.

Brent Rosiek seconded the motion.

The board discussed the pricing for the vehicles, noting that the correct price for one of the vehicles should be \$70,013.27.

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

### **Vehicle Purchase – Buildings and Grounds**

(Resolution 25-128)

Tom Dubois moved to purchase a vehicle for buildings and grounds based on the following documentation submitted by the town supervisor:

2025 Ford F-350 XLT Super Cab 4x4 8.0' Box 164 WB, Quote# 36664, Onondaga Bid 0010808, cost not to exceed \$70,280.94 from account A1620.200, from Van Bortel Ford, 71 Marsh Rd East Rochester, NY.

Cynthia Carroll seconded the motion.

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

### **Millings and Mulch Policy**

(Resolution 25-129)

Tom Dubois moved to institute a policy where millings and mulch must stay within the confines of the town of Mendon. Brent Rosiek seconded the motion.

After discussing potential uses for millings and mulch, including gravel parking lots, and concerns about limiting their use, the board decided to table the motion for further discussion.

(Resolution 25-130)

Tom Dubois moved to table the discussion on the millings and mulch policy.

Cynthia Carroll seconded the motion.

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

### **Use of Athletic Fields – Approval**

(Resolution 25-131)

Kim Roberts moved to allow the use of the town athletic fields on Semmel Road by the St. Thomas Aquinas Homeschoolers of the Rochester area from April 26 through June 21 on Saturday mornings. Their certificate of liability insurance has been submitted, naming the town as a certificate holder.

Brent Rosiek seconded the motion.

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

### **Athletic Fields – Committee Creation**

(Resolution 25-132)

Cynthia Carroll moved to authorize a citizens' committee regarding athletic and recreation opportunities. Representatives from all youth and adult leagues in the town will be invited to participate.

Brent Rosiek seconded the motion.

Supervisor Moffitt explained the need for this committee to assess current facilities and future needs for various sports and activities in the town. Kim Roberts agreed to spearhead the initiative.

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

### **Summer Recreation – ARPA Funding Usage**

(Resolution 25-133)

Brent Rosiek moved to authorize the funds for the town and village subsidy of the school summer recreation program, pending approval by the village.

Cynthia Carroll seconded the motion.

Kim Roberts recused herself from voting due to her employment at the school.

Supervisor Moffitt explained that the county provided ARPA funding for youth and senior programs to towns but not villages. He proposed using these funds to subsidize children from the town and village for the 2025 summer recreation program.

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

### **Historian – Article Submission to Association of Towns**

(Resolution 25-134)

Brent Rosiek moved to authorize Town Historian, Diane Ham, to submit an article to the Association of Towns on the Town of Mendon.

Tom Dubois seconded the motion.

The board discussed potential topics for the article, including cobblestone buildings, the Lehigh Valley Railroad, and the town's agricultural history.

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

### **Loader – Repair Approval**

(Resolution 25-135)

Brent Rosiek moved to authorize the repair of the Volvo L90H loader by Alta Equipment Company according to their quote number SQT169397, dated March 6, 2025, in an amount not to exceed \$6,221.57 from account DB5130.4. Kim Roberts seconded the motion.

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

It was noted later in the meeting that this should be paid out of DA5130.4.

### **Historic Tax Credit Article - Approval for Sentinel**

(Resolution 25-136)

Thomas Dubois moved to authorize Historic Preservation Commission member, Martha Bush, to submit the proposed article to the Sentinel on Historic Tax Credits.

Cynthia Carrol seconded the motion.

Brent Rosiek noted that if any changes are made to the article before submission, it would need re-approval.

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

## **284 Agreement discussion**

Cynthia Carroll raised a question about the 284 agreement that was passed in the organizational meeting but not signed. Brent Rosiek explained that the agreement needs to be executed and signed by the highway superintendent, supervisor, and at least the majority of the board. It was pointed out that without the signed agreement, the town couldn't proceed with materials purchasing for other approved road projects, as required by law.

The board discussed the need to omit the Stoney Lonesome Road portion from the agreement due to ongoing planning and potential changes. They agreed to execute the 284 Agreement without the Stoney Lonesome Road section, with the understanding that it can be amended in the future when plans are finalized.

## **Public Comment**

Tanner Cheek (67 Hedgerow Circle) raised concerns about the impact analysis of the Stoney Lonesome Road project on displaced traffic. He also expressed concern about the board's decision-making process, citing the earlier discussion on millings and mulch.

Gary Loope (Sammel Road) suggested including individual residents in the athletic fields committee discussions, not just organization heads. He also recommended reviewing the costs incurred by the town for field maintenance and considering ways to recoup expenses. Loope suggested contacting state legislators for potential funding for the Stoney Lonesome project and proposed installing a guardrail as a temporary solution to reduce accidents.

## **Executive Session**

(Resolution 25-137)

Thomas Dubois moved to enter an executive session for a personnel matter at 8:23 PM.

Kimberly Roberts seconded the motion.

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

The board entered executive session, noting that they would return to open session afterward.

Cynthia Carroll recused herself from this matter and left the meeting.

(Resolution 25-138)

Kimberly Roberts moved to exit the executive session at 11:20 PM.

Brent Rosiek seconded the motion.

Adopted: Mr. Dubois - Aye; Mr. Rosiek - Aye; Mrs. Roberts - Aye; Mr. Moffitt - Aye

The board exited the executive session.

**Adjournment**

(Resolution 25-139)

Thomas Dubois motioned to adjourn the meeting at 11:22 PM. Brent Rosiek seconded the motion.

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